

# NAVY MWR

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## ***A-76 Commercial Activities***

### **Generic PWS for MWR Category A and B Activities**

This document provides 29 documents that make up a generic Performance Work Statement (PWS). Each document provides a sample description of the individual sections and sub-sections that can be used to develop a PWS for an A-76 study of MWR category A and B activities. The concepts, terms and conditions mentioned are considered to be sound and adaptable for Navy-wide use. Significant adjustments may be needed to ensure that the finished document reflects the MWR functions being studied at a specific command. The first five documents are sections 1, 2, 3, 4 and 6. The next 24 documents are individual files describing specific MWR programs.

Also provided are samples of the eight appendices that are referred to in the PWS, a sample Quality Assurance Surveillance Plan (QASP) and an instructional guide which explains how to use the information contained in the 29 files that make up the PWS. It is recommended that you review the instructional guide before attempting to use the PWS files.

Any questions about the files that follow should be directed COMNAVPERSCOM (NPC-658E) Commercial Activities Specialist at DSN 882-6662, COMM (901) 874-6662 or E-mail to [p658e@persnet.navy.mil](mailto:p658e@persnet.navy.mil).

#### **Generic PWS for MWR Category A & B Activities**

- PWS Instructional Guide
- Quality Assurance

#### **General Sections**

- Section C.1. General
- Section C.2. Definitions
- Section C.3. Government Furnished Property and Services

- Section C.3. Government Furnished Property and Services
- Section C.4. Contractor Furnished Items
- Section C.6. Applicable Directives and References

### **Specific Programs/Services Sections**

- Fitness Program
- Awareness and Education Programs
- Recreational Sports Programs
- Fitness/Sports Facilities
- Recreation Center
- Recreation Rooms
- Fleet Recreation Program
- Single Sailor Program
- Library Program
- Swimming Pools
- Beaches and Lakes
- Picnic/Park Areas
- Campsites
- Outdoor Recreation Program
- Auto Skills Shop
- Vehicle Storage
- Youth Activities
- School Age Care Program
- Community Center Program
- Community Activities
- Arts/Crafts/Hobbies/Program
- Information, Tickets and Tours (ITT)
- Special Events
- Bowling Program

### **Appendices**

- Appendix A - MOUs and SOPs
- Appendix B - Programs/Services Schedule of Fees and Charges
- Appendix C - Historical Workload
- Appendix D - MWR Records, Reports, and Deliverables
- Appendix E - Programs/Services Hours of Operation
- Appendix F - Protocols
- Appendix G - Equipment Inventory
- Appendix H - Government Furnished Facilities

## **MORALE, WELFARE AND RECREATION SERVICES QUALITY ASSURANCE SURVEILLANCE PLAN FOR MONITORING IN-HOUSE GOVERNMENT PERFORMANCE**

**GENERAL:** The Government's in-house Quality Assurance Surveillance Plan (QASP) will incorporate the following elements: the Quality Control Plan (QCP) requirements identified in of the Performance Work Statement (PWS). Through the implementation of the management plan and MEO, there will be an increased organizational emphasis on developing and revising programs and services based upon information obtained on their impact and value to the customer. The MWR Quality Assurance Surveillance Plan (QASP) will include six elements of surveillance. Each element is described below:

### **QASP ELEMENTS:**

**Element #1 – Participant Evaluation.** Each program and service identified in the PWS will be evaluated by the customers participating in that program. This evaluation procedure will consist of specific hard copy evaluation forms created for the following areas (see enclosure (1)):

- Schedule Marketing Surveys
- Training Classes and Workshops, and Special Events
- Random surveys during patron visits

Participant Evaluation procedures will include the following steps:

a. Customer evaluation forms will include: the identification of which program/service the customer received; a 5-point rating scale to rate the following:

- Ease in obtaining the service/timeliness of the service
- Satisfaction with the time and location the service was provided
- Satisfaction with the program/service provided
- Perceived personal impact/value of the service provided
- Professionalism/expertise of the provider

The form will also include space for comments/recommendations for improvement; and request permission to obtain additional feedback at a later date.

b. Customer evaluation forms and a customer evaluation box will be used at each workshop or briefing provided. Customer evaluation forms and a customer evaluation collection box will be placed in each reception area for Walk-in evaluation.

c. The formal collection of evaluations from the collection boxes will be managed by the Marketing Specialist who, with administrative assistance, collates the data on spread sheets by program/service, date, demographics of evaluator, identified staff member (if applicable), responses to each question, and name/phone number of respondent (if applicable).

d. The Marketing Specialist will complete monthly customer evaluation reports for the MWR Director and staff review. These reports will establish a customer satisfaction baseline, show trends, and highlight areas where improvement is needed or satisfaction is high.

**Element #2 – Leadership Evaluation.** An evaluation of how the MWR performs its duties, as perceived by the leadership of the commands served, will be managed by the Marketing Specialist, who will utilize the command representative program contacts, and other "opportunities" to gather the information. The following applies.

a. Conduct evaluation interviews (see enclosure (2)) with command leadership representatives (CO, XO, CMC, etc.) to assess their knowledge of the MWR programs and services. Interview sheets will be utilized with an effort toward gathering information each quarter

from a variety of customer categories served.

b. Focus groups will be convened to address those customer categories with minimal representation in data collected under method (a) above. Focus groups will also be used to explore in more depth MWR perceptions and customer needs from key personnel, e.g., command master chiefs, command financial specialists, chaplains. The Marketing Specialist will identify the focus group populations and oversee the planning. Focus Groups will be used to identify specific problems or new areas not currently being serviced by the MWR programs.

### **Element #3 – Market Penetration.**

**General.** On an annual or semi-annual basis the MWR will conduct a customer feedback survey (see enclosure (3)) designed to address how well the MWR is reaching the customer population. The survey will include a customer category representation (e.g. ombudsman, single Sailor, married Sailor, CO, XO, CMC, officer, enlisted, single parent, family member teen). A summary statement regarding the MWR's efforts to improve their services; a series of questions addressing the customer's awareness of MWR services (e.g. how long the customer has been in the area, what marketing method made them aware of the MWR). Question asking if they are likely to utilize MWR services again. A comment that we would like to follow-up to obtain additional feedback and a request for the respondent's name will also be included. The procedures for obtaining the awareness data are outlined below.

a. Disseminate on a rotational basis to Commands served both afloat and ashore, with a request to distribute to active duty and family members. The Marketing Specialist will select the commands in conjunction with the service and activity providers who will explain their use and provide them during scheduled command representative meetings.

b. Disseminate at the Ombudsman Assemblies for completion by ombudsmen and command leadership

c. The Marketing Specialist will complete quarterly reports for the MWR Director and staff review, which highlight MWR program awareness levels and feedback by different customer categories.

**Element #4 – Customer Complaint.** This evaluation procedure consists of providing customers with a complaint form (see enclosure (6)), that allows the customer to describe the problem experienced with the MWR. The following outlines the procedures to be followed.

a. Customers seeking to register a complaint may do so either through a Walk-in Complaint, where the complaint form would be filled out by the customer at the MWR or the training site, or a Phone-In, where the customer registers the complaint over the phone with the MWR staff.

b. The Marketing Specialist will oversee follow-up calls on complaints, in order to make sure that any MWR deficiencies and new ideas regarding service delivery are noted.

c. The Marketing Specialist will provide monthly reports on complaints to the MWR Director and staff, and immediately report any complaints of potential or actual serious magnitude.



**HELP US HELP YOU!**

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**MWR Training/Special Event Evaluation****Please tell us about yourself:**

- ☐ Officer      Please specify grade (e.g. O-1, O-2, etc.) \_\_\_\_\_ ☐ Officer Spouse
- ☐ Enlisted      Please specify grade (e.g. E-1, E-2, etc.) \_\_\_\_\_ ☐ Enlisted Spouse
- ☐ Other      Please specify (member, dependent, etc.) \_\_\_\_\_

How many times have you participated in this activity?

Event Director Name: \_\_\_\_\_

**Please use the following definitions when checking the boxes below:****SA** = Strongly Agree  
**D** = Disagree**A** = Agree  
**SD** = Strongly Disagree**N** = Neither Agree nor Disagree  
**NA** = Not Applicable

	<b>SA</b>	<b>A</b>	<b>NA</b>	<b>N</b>	<b>D</b>	<b>SDNA</b>
The training/event was offered at a CONVENIENT time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I was treated in a COURTEOUS manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The MWR personnel acted in a PROFESSIONAL manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The training/event met my area(s) of NEEDS.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The training/event was HELPFUL/FUN.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Please Explain:** \_\_\_\_\_**COMMENTS:**

What did you find MOST Beneficial? \_\_\_\_\_

What did you find LEAST Beneficial? \_\_\_\_\_

Other comments? \_\_\_\_\_

May an MWR representative call you at a later time to obtain additional input? If yes, please provide your name and phone number..

**Name:** \_\_\_\_\_ **Daytime Phone:** \_\_\_\_\_

If you have any serious concerns about the programs or services of Navy Morale, Welfare And Recreation, please contact or mail your response to:

BASE COMMANDER  
 MORALE WELFARE AND RECREATION Manager or  
 (xxx) xxx-xxxx

BASE COMMANDER  
 (Attn: Code \_\_\_\_)  
 Street Address  
 City, State, Zip Code

Enclosure (1a)

**MORALE, WELFARE AND RECREATION SERVICES OPERATIONS EVALUATION**

(For MWR office use only)

**MWR Employee Name (Requestor):** \_\_\_\_\_

Date of Call/Contact: \_\_\_\_\_ Time of Call/Contact: \_\_\_\_\_

Patron's Command: \_\_\_\_\_

Command Personnel Interviewed:

Name	Title

**1. Are you aware of the programs/services (show brochure) the MWR provides?**

Comments: \_\_\_\_\_

**2. Would you describe your overall impression of the MWR as positive or negative?**

Please explain. \_\_\_\_\_

**3. What MWR services do you think have the GREATEST value?**

Comments: \_\_\_\_\_

**4. What MWR services do you think have the LEAST value?**

Comments: \_\_\_\_\_

**5. Are there any areas/concerns you feel the MWR is not addressing?**

Comments: \_\_\_\_\_

**6. How did you hear about the MWR?**

Comments: \_\_\_\_\_

**7. What do you think is the best way to provide information about the MWR?**

Comments: \_\_\_\_\_

Enclosure (2)

**MORALE, WELFARE AND RECREATION SERVICES  
AWARENESS SURVEY**

The Morale, Welfare and Recreation Service, is committed to providing quality programs and services. A key for us to serve you is ensuring both existing and potential customers are well informed on the wide variety of programs and services offered. We would appreciate it if you could take a few minutes to complete this survey. Your responses will help us to better serve you.

**Thank You**

Please tell us a little about you (check all that apply):

**1. Are you a:**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Commanding Officer   | <input type="checkbox"/> Executive Officer                  | <input type="checkbox"/> Other Officer (Specify rank/rate) _____ |
| <input type="checkbox"/> Command Master Chief | <input type="checkbox"/> Enlisted (Specify rank/rate) _____ |  |
| <input type="checkbox"/> Married              | <input type="checkbox"/> Single                             | <input type="checkbox"/> Single Parent                           |
| <input type="checkbox"/> DOD/NAF Employee     | <input type="checkbox"/> Dependent                          |  |

**1 During your most recent stay, how long have you been in the area?**

- ☐ Less than 3 months   ☐ 3 months to a year   ☐ More than a year

**2 How did you hear about the MWR? (check all that apply)**

- ☐ Brochure/Flyer   ☐ Message   ☐ Referred by another MWR  
☐ Co-worker   ☐ Family Member   ☐ Friend  
☐ Other (Please specify) \_\_\_\_\_

**3 Please check the MWR programs/services you are familiar with.**

- |   |   |
|---|---|
| <input type="checkbox"/> Sports and Fitness (Gym)         | <input type="checkbox"/> Child Development Center               |
| <input type="checkbox"/> Outdoor Recreation               | <input type="checkbox"/> Single Sailor Program                  |
| <input type="checkbox"/> Aquatic Program (swimming pools) | <input type="checkbox"/> Information, Tickets and Tours Program |
| <input type="checkbox"/> Auto Hobby                       | <input type="checkbox"/> Library                                |
| <input type="checkbox"/> Parks/fields and Lakes/beaches   | <input type="checkbox"/> Bowling                                |
| <input type="checkbox"/> Marina Programs                  | <input type="checkbox"/> Movie                                  |
| <input type="checkbox"/> Youth Recreation Programs        | <input type="checkbox"/> Other (Please Specify) _____           |

**4 Please check those MWR programs/services you have used.**

- |   |   |
|---|---|
| <input type="checkbox"/> Sports and Fitness (Gym)         | <input type="checkbox"/> Child Development Center               |
| <input type="checkbox"/> Outdoor Recreation               | <input type="checkbox"/> Single Sailor Program                  |
| <input type="checkbox"/> Aquatic Program (swimming pools) | <input type="checkbox"/> Information, Tickets and Tours Program |
| <input type="checkbox"/> Auto Hobby                       | <input type="checkbox"/> Library                                |
| <input type="checkbox"/> Parks/fields and Lakes/beaches   | <input type="checkbox"/> Bowling                                |
| <input type="checkbox"/> Marina Programs                  | <input type="checkbox"/> Movie                                  |

**5. Have you used another MWR Services in the past?      ☐ Yes   ☐ No****6. Please make any suggestions you feel would help us to increase patrons' awareness of our programs and services.**

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Enclosure (3)

## MWR CUSTOMER COMPLAINT FORM

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Command:

\_\_\_\_\_

**Complaint** (Please provide location and details of incident):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**(Optional)**

Name:

\_\_\_\_\_

May we call you if we need additional information? If so, please provide us with your **Daytime Phone Number**:

\_\_\_\_\_

For MWR use only

Received and Validated by:

\_\_\_\_\_

Enclosure (4)

**CUSTOMER COMPLAINT RECORD**

COMPLAINT: \_\_\_\_\_

DATE: \_\_\_\_\_

TIME: \_\_\_\_\_

SOURCE OF COMPLAINT \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

INDIVIDUAL: \_\_\_\_\_

NATURE OF COMPLAINT: \_\_\_\_\_

REFERENCE (Contract, Instruction, etc.): \_\_\_\_\_

VALIDATION: \_\_\_\_\_

PROVIDER INFORMED OF COMPLAINT: \_\_\_\_\_

DATE: \_\_\_\_\_

TIME: \_\_\_\_\_

ACTION TAKEN: \_\_\_\_\_

RECEIVED & VALIDATED BY: \_\_\_\_\_

Enclosure (6a)

## SECTION C.1. MWR GENERAL INFORMATION

### C.1.1 SCOPE OF WORK

The service provider shall provide personnel, equipment, materials, supervision, and other items and services necessary to perform the tasks defined in this Performance Work Statement (PWS). Exceptions are as specified in Section C-3, Government Furnished Property and Services. The service provider shall provide Morale, Welfare, and Recreation (MWR) services at [NT1]. The services shall be consistent with the MWR program mission of providing outstanding recreational programs, child development services and social/dining/entertainment opportunities that will contribute to the well being and quality of life for active duty military personnel and their family members. Services will also be provided to serve other authorized patrons of MWR throughout the entire base community by delivering programs and services that encourage positive values, support fleet readiness and aid the recruitment and retention of military personnel.

The services provided in accomplishing this contract provide for the physical, cultural and social needs and the general well being of Navy members and their families, providing community support systems that make the base feel like their hometown.

### C.1.2 REQUIREMENTS

The service provider shall serve as the principle consultant to the Commanding Officer in providing MWR programs that meet or exceed the needs of Navy personnel and their families. The service provider is encouraged to propose and develop new programs or programs/services to meet emerging needs or to try different state-of-the-art approaches to maintain or improve the quality of life of their patrons. New programs shall be submitted for approval to the Contracting Officer Representative (COR).

The MWR programs/services must be geared toward the needs of the population served and may change in priority or content over time. The service provider shall use patron comments and needs assessment data to identify and implement quality programs/services.

### C.1.3 SERVICE PROVIDER PERSONNEL

- a. **Service Provider Manager.** The service provider shall provide a Service Provider Manager located in the area [NT2], which shall be responsible for the performance and implementation of the work and implementation of the contract specifications. The name of the person(s) and an alternate(s), who shall act for the service provider when the manager is absent, shall be designated in writing to the contracting officer.

The Service Provider Manager shall have full authority to act for the service provider on all contractual matters relating to daily operation of this contract. The alternate(s) shall have full authority to act for the service provider on all contract matters relating to daily operation of this contract.

The Service Provider Manager or alternate shall be available during normal duty hours within two [NT3] hours to meet on the installation with government personnel designated by the COR to discuss problem areas.

After normal duty hours, the Service Provider Manager or alternate shall be available

**[NT4]** 24 hours a day, seven days a week for emergencies. The Contract shall provide, in writing, the names, addresses and telephone numbers.

- b. **Service Provider Employees.** The service provider shall not employ any person for work on this contract if such employee is identified to the service provider by the Contracting Officer as a potential threat to the health, safety, security, general well being or operational mission of the installation and its population.

The service provider shall, by close of business the next working day, provide information to the COR regarding the alleged or confirmed misconduct of any contract staff. Misconduct is suspected when any of the following behaviors are alleged or confirmed whichever comes first.

- 1) Fraud or misrepresentation involving application for enlistment or commission into naval service that results in discharge from the Navy.
- 2) Fraud or misrepresentation involving any application for any contract for professional employment, clinical privileges, or extension of service obligation.
- 3) Abrogation of professional responsibility through any of the following actions:
- 4) Drug abuse.
- 5) Being found impaired by reason of alcohol abuse or alcoholism.
- 6) Commission of an act of sexual abuse or exploitation.
- 7) Possessing or using any drug legally classified as a controlled substance, as defined by 21 USC 811 81 seq as updated and republished under the provisions of that section in the Code of Federal Regulations, for other than acceptable therapeutic purposes.
- 8) Convicted of a misdemeanor crime of domestic violence.
- 9) Failure to report to the privileging authority any disciplinary action taken by professional or governmental organization reportable under this instruction.
- 10) Failure to report to the privileging authority any professional sanction taken by a civilian licensing agency or health care facility.
- 11) Commission of any misdemeanor, during contract employment, that is punishable by a fine of over \$1,000.00 or confinement for over 30 days.
- 12) Offenses designated as felonies by the jurisdictions in which the alleged offense occurred.
- 13) Offenses punishable by confinement or imprisonment for more than 365 days under 10 USC 801 through 940.

- 14) The service provider is responsible for providing recruitment, orientation, training, placement, supervision, and recognition of all employees. Orientation will include providing information about mission and programs/services of MWR, applicable standard operating procedures, confidentiality, chain of command, administrative procedures, freedom of information act, privacy act, government ethics, and rights and responsibilities.
- 15) The service provider shall not employ any person who is an employee of the US Government if employing that person would create a conflict of interest. Additionally, the service provider shall not employ any person who is an employee of the Department of the Navy unless such person seeks and receives approval according to the appropriate ethics regulations. The service provider is cautioned that off-duty active duty military personnel hired under this contract may be subject to permanent change of station, change of duty hours, or deployment. Military Reservists and National Guard members may be subject to recall to active duty.
- 16) Knowledge of directives listed in Section **[NT5]**2 of this PWS is required for all supervisory service provider personnel before the phase in of the contract. All other staff shall acquire familiarity within the first two weeks of the contract or within the first two weeks of employment in support of this contract.
- 17) Service provider staff shall be familiar with naval terminology and protocols. The service provider shall provide orientation training to contract staff within 30 days of beginning job responsibilities at MWR. The contract employees will be able to: address Naval personnel by their official rank; explain the concept of chain of command; explain the MWR chain of command; understand and explain the differences between surface, air, and submarine commands, and understand the general terminology specific to the Navy.
- 18) Service provider personnel shall present a neat, clean and professional appearance as generally observed in a recreational setting.
- 19) Service provider personnel shall be fluent in both written and spoken English.
- 20) The service provider shall provide a roster of service provider personnel employees under this contract to the Contracting Officer Representative (COR) no later than the contract start date. The roster shall include employee name, social security number, position title, security clearance (if applicable), home address and phone numbers. The roster shall be updated and forwarded to the COR as changes occur.
- 21) The service provider shall obtain a base identification card and vehicle pass in accordance with **[NT6]**

c. **Volunteers****[NT7]**.

**C.1.4 SAFETY REQUIREMENTS**

The service provider shall maintain safety and health standards consistent with the requirement of OPNAVINST 5100.23, NAVOSH Program and other requirements as set forth in this PWS.

All accidents which occur in association with performance of services required in this contract shall be reported in writing to the cognizant COR on the day of the accident or not later than the next working day if the accident occurred during other than normal working hours. Any accident involving personal injury resulting in possible hospitalization or lost time from work or death shall be reported within one work day to the COR who may relay the report to the safety officer. Full details of the accident, including statements from witnesses, shall be provided if requested by the safety officer. The government shall not be held responsible for any claims made by the service providers' employees. If any claim is made by a third party against this contract, the COR shall be informed immediately.

Only life saving emergency medical care is available in Government medical treatment facilities to service provider personnel who suffer on the job injury. Care will be rendered at the rates established by the applicable naval medical authority, and the service provider shall reimburse the Government for emergency medical care provided upon receipt of statement.

#### **C.1.5 SECURITY REQUIREMENTS**

- a. The service provider shall be responsible for safeguarding all government property provided for service provider use. In instances where Government furnished material, equipment or property is damaged, lost or pilfered while the property is in the care, custody or possession of the service provider it shall be replaced by the service provider material, equipment or property with identical or COR approved substitutions.
- b. The service provider shall safeguard information of a confidential or sensitive nature. Disclosing information relating to the services being provided to any person not entitled to receive it or failure to safeguard any privileged information which may involve the service provider or the service provider's personnel or to which they may have access, may subject the service provider or his/her employees to criminal liability under Title 18, Section 793 and 798 of the United States Code. Neither the service provider nor any of his employees shall disclose or cause to be disseminated any information concerning the operation of the MWR which could result in or increase the likelihood of the possibility of breach of MWR or Naval Security or interrupt the continuity of MWR operations, or which breach the requirements of the Federal Privacy Act of 1974. The service provider personnel shall attend required security training.
- c. The service provider shall establish and implement a method to ensure that all keys issued to service provider personnel by the Government are not lost, duplicated, misplaced and are not used by unauthorized persons. In the event keys, other than master keys are lost or duplicated; the service provider shall reimburse the Government for replacement of locks or re-keying. In the event a master key is lost or duplicated, the government shall replace all locks and keys, and the total cost reimbursed by the service provider. The service provider shall report the occurrence of a lost key immediately to the COR.
- d. All contract employees shall obtain the required employee badges and vehicle passes. The service provider shall, before the start of the contract, submit to the COR an estimated number of personnel expected to be utilized at any one time on the contract. The Government will issue badges without charge. Each employee shall wear the Government issued badge on the front of the outer clothing. When an employee leaves the service provider's service, the employee's badge and pass shall be returned to the security office within three business days[NT8].

All service provider personnel cleared and properly identified, will be allowed access to the service provider designated areas solely for the purpose of performing against this contract and only during the designated working hours or as approved the COR.

**C.1.6 STATION REGULATIONS**

The service provider and his employees shall become acquainted with and obey all Government regulations as posted, promulgated, or as provided by the COR.

**C.1.7 SERVICE PROVIDER MEMORANDUMS OF UNDERSTANDING (MOUs) AND STANDARD OPERATING PROCEDURES (SOPs)**

The service provider shall prepare and submit for approval by the COR, copies of MOUs and service provider SOPs within 30 days of the contract award and make changes to these procedures to comply with any changes to government regulations. The government will provide copies of current MOUs and SOPs to the service provider. These are located in Appendix A, MOUs/SOPs[NT9]. The SOPs shall specifically delineate the service provider's plan of action in providing the services required by this contract. The COR shall approve or disapprove the SOP within five workdays of its submission. This process shall continue until an adequate SOP is submitted and approved. The service provider shall develop new MOUs and SOPs as required and update existing ones annually.

**C.1.8 BUDGETING[NT10]**

It is the responsibility of the service provider to submit requirements for an annual budget, which must have the approval of the MWR Director via the ACO before submission to higher headquarters. This budget will be submitted by the end of the third quarter of each fiscal year and will comply with the budget call from the Naval Personnel Command (NPC-65).

**C.1.9 RETAIL SALES[NT11].**

Retail sales/prices shall be established in conjunction with current operating budget guidance and established financial requirements, and may only be changed with the approval of the COR. Guidance on acceptable pricing for facilities and programs is contained in Chapter 32 of SECNAVINST 1700.12 and BUPERSINST 1710.11C. On-hand resale inventory will be provided to the service provider as Government Furnished Inventory (GFI). A joint, cooperative physical inventory, between the service provider and the government, will be taken to validate inventory quantities and total inventory costs. At the conclusion of the contract, the service provider is responsible for replacement costs of the inventory, i.e., having on-hand the same level of inventory (costs consideration), or cash reimbursement, as was on-hand at the beginning of the contract.

**C.1.10 SUPPLIES AND MATERIALS**

On-hand supplies/materials will be provided to the service provider who will return the same quantity and quality of supplies and materials at the conclusion of the contract.

**C.1.11 PROCEDURES FOR FIXED ASSETS**

Fixed Assets that were originally purchased with NAF are defined as any one item or group of identical items with a purchase price of \$1,000.00 or more that retains its' original identity, is not



consumed in normal use and has a minimum life expectancy of two years. All such fixed assets as listed on attachment Appendix G, Equipment Inventory will be provided to the service provider as Government Furnished Equipment (GFE) for the duration of the contract. The service provider will maintain a listing, with location and book value, of all government assets.

For all assets provided to the service provider as GFE, replacement costs will become the responsibility of the service provider. Disposition of GFE will be accomplished in accordance with current Navy disposal procedures. If the service provider replaces an asset, it will become the service providers' property at the conclusion of the contract. If the contract period expires before the useful life of the GFE expires, the service provider must return the equipment at the conclusion of the contract and is responsible to pay for or repair excessive damage due to neglect or misuse.

**C.1.12 RECAPITALIZATION**

A service provider must recapitalize NAF furniture, fixtures and equipment at a rate equal to the average of the MWR fund local depreciation expense for the three years preceding the award of the contract, consistent with fixed asset life expectancy.

**C.1.13 ALTERATIONS TO FACILITIES**

All service provider alterations to the facility floor plan, layout, or utilization are subject to prior government approval.

**C.1.14 CONSTRUCTION/REPAIR PROJECTS.**

The responsibility for oversight and coordination of all NAF or APF projects initiated by the command become the responsibility of whomever is awarded the contract. The service provider is also responsible to complete and process any command initiated future NAF or APF projects. Responsibility for compliance with all BUPERS and NAVFAC construction policies/procedures remains unchanged. The provision of funding, i.e., MILCON or NAFCON for either type project also remains unchanged. Local NAVFAC oversight policies apply.

- a. **APF Projects:** Projects eligible for APF funding, whether provided locally or centrally, will be planned for and processed in accordance with current guidance.
- b. **NAF Projects:** Projects eligible for NAF funding, will be planned and processed by the service provider in accordance with current guidance. This applies to projects of any scope. The service provider is responsible for processing and completing required documentation. A service provider may not independently apply to BUPERS for a ROI loan. Requests for ROI loans

must be initiated by the local command, submitted via the chain of command, and endorsed by the Echelon II.

**C.1.15 PROCEDURES FOR UTILITIES**

The Government will furnish utilities for all facilities specified in this PWS; therefore.

**C.1.16 TAXES**

If the service provider who operates MWR programs and services is required to collect and pay local, state, and/or federal taxes in accordance with established requirements, they shall include tax requirements in their bid.

**C.1.17 LICENSES**

The service provider must obtain and maintain all applicable licenses. The licenses that are known to apply to this location are listed below[NT12]. Regardless of whether or not it is listed here, all licenses required in this state must be obtainable by the service provider before the start date of the contract in order for the service provider to be considered a successful bidder.

**C.1.18 INSURANCE**

Service providers must obtain the levels of liability insurance required by BUPERSINST 5890.1 (\$500,000 per person/\$1,000,000 per occurrence) to protect NAF assets, employees and patrons.

**C.1.19 ACCOUNTING PROCEDURES[NT13]**

**OPTION # 1:** All program and resale revenue collected from patrons will be retained and accounted for by the service provider as partial payment for services rendered. The service provider's offer, submitted in accordance with section [NT14] will be made having considered the anticipated income from patrons. The combined revenues from patrons and the government payment of the service provider's offer amount will be the only funds paid to the service provider in relation to this contract and are expected to be used in providing quality MWR programs/services.

**OPTION #2:** The service provider will collect and deposit funds from patrons in the Government selected banking institution on a daily basis, using the appropriate financial transaction paperwork as approved and authorized by Government regulations. The service provider will be required to use accounting services including, but not limited to, the usage of the Recreation and Mess Central Accounting System (RAMCAS) or other government specific system. The service provider will ensure that all deposits are made to the non-appropriated (NAF) central fund account. Existing NAF oversight procedures shall remain in effect. Disbursement of NAF must be made through current NAF cash disbursement policies and procedures, and requires the signature of the government's specified official with the appropriate contract authority.

The service provider is expected to include the total cost of operation of facilities and programs in the proposal. Profitability, procurement and accounting procedures are the service provider's responsibility, while oversight of the process is the responsibility of the government, in accordance with established responsibilities. The obligation of government funds, including NAF may only be made by authorized government employees.

- a. **Fees and Charges.** Payment of fees and charges by patrons to the service provider for the MWR services provided under this contract will be in accordance with the schedule specified in Appendix B, Schedule of Fees and Charges. Historical and current usage by patron category is summarized in Appendix C, Historical Workload.

The service provider shall be responsible for the collection of all Patron Fee payments and may not charge the Government for these fees. The service provider may terminate a patron's eligibility to make payment by personal check if the patron fails to comply with his/her financial obligation to the service provider. In case of termination, the service provider shall immediately notify the COR by telephone and then in writing.

- b. **Supplemental Fees.** The service provider shall publish a uniform supplemental fee schedule for supplemental services provided at all MWR programs/services. Such fees are limited to the following: late payment, returned check, registration, and voluntary field trip costs (in the Youth program, care over 10 hours and late pick-up). The service provider shall be responsible for collecting the supplemental fees directly from patrons. The Government is not liable for payment of these supplemental fees under this contract. The patron will be responsible for all supplemental fees.
- c. **Special Event Fees.** The service provider may be required to offer MWR services for command special events (e.g., Air Shows, Fleet Week, Command sponsored events etc). The service provider shall be responsible for collecting special event fees directly from patrons. The Government is not liable for payment of these special event fees under this contract.
- d. **Cash Balances.** All NAF cash balances remain the property of the Department of the Navy and do not transfer to a private service provider.
- e. **Repayment Of Loans.** If the MWR Department has an outstanding NPC loan, NPC 65 will attempt to immediately satisfy the loan, in its entirety, through a RAMCAS transfer of funds from the local function. Echelon II commands are ultimately responsible if local funds are insufficient.
- f. **Other Revenues.** Other revenues, such as Exchange dividends, are not considered as part of a contracted operation and therefore will be deposited into the NAF central fund account. They will be credited to the appropriate Echelon II command for redistribution.
- g. **Unit Recreation Funds.** The service provider is required to distribute Unit Recreation Funds (URFs) in accordance with Navy policy.
- h. **Change Funds And Petty Cash.** The provision of change funds and petty cash is the responsibility of the service provider. The minimum amounts considered necessary for each location will be specified after contract award by the COR.
- i. **Prohibited Use Of NAF Funds.** NAF can only be used for authorized MWR NAF purposes (DODINST 1015.10 and BUPERSINST 1710.11 apply).

#### C.1.20 INVOICING AND CONTRACT ADJUSTMENT

The service provider shall be paid in accordance with Section B of the contract and the following instructions.

- a. For invoicing purposes, the service provider shall provide to the COR on a monthly basis the following documentation:
  - 1) A completed Monthly Report for the overall MWR Fund.
  - 2) A completed Monthly Report for the MWR Programs.
  - 3) Copies of all payment receipt logs from patron fees paid for services during that review period. Separate logs must be maintained for each MWR facility/program. These logs must include the name of the patron using the facility/program, the day or period for which payment was made for and the signature of the patron making payment.
- b. The service provider shall assist the COR in verifying ALL full-day usage figures by maintaining up-to-date records for each day service is provided by each facility providing service under this contract. A history of this information shall be maintained for the duration of the contract performance, and for three years after contract, performance has ended.
- c. The service provider shall be responsible for maintaining a Daily Attendance Log at each facility. On a daily basis, the service provider shall require that all patrons legibly sign in when they arrive at the facility. The service provider shall keep these Daily Attendance Logs up-to-date, and shall make these Daily Attendance Logs available at all times for review and spot inspection.
- d. The service provider shall maintain a log of all payment receipts for all Patron Fees paid when a cash register is not used to record the transaction. This log will include the name of the patron, the period for which payment is being made, and the signature of the patron making payment. Copies of this log will be kept up-to-date, and will be made available at all times for review and inspection.

**C.1.21 REPORTING REQUIREMENTS[NT15]:**

The service provider shall develop and maintain a system for collecting and reporting information necessary to complete the Monthly Report Form for MWR programs. The service provider shall submit an electronic version of the completed Monthly Report Forms (in the format provided) to the COR by the tenth business day each month. Copies of these forms are provided in Appendix D, MWR Report Forms. Upon contract award, an electronic version of these forms will be made available to the service provider.

The service provider shall develop and maintain a system that provides statistical information regarding MWR services provided by MWR programs, and demographic information about patrons and facility usage.

**C.1.22 PROGRAM EVALUATION AND NEEDS ASSESSMENT.**

- a. **Definition/Purpose/Tasks.** Program evaluation and needs assessment are ongoing programs/services which assist in long and short range planning, establishing priorities, defining client population, determining which services are most needed, and measuring program effectiveness.
- b. **Program Evaluations.** The service provider shall conduct on-going patron evaluation of all MWR services and programs. The evaluation is used to assess the needs of the patron

population, to identify barriers to meeting program/service objectives, to check the level of satisfaction with services offered, and to integrate changes/recommendations into programs and services offered. Patron evaluation sheets shall include the following statement; "If you have any serious concerns about the programs or services at the Navy Morale Welfare and Recreation Programs, please contact or mail your response to: (the COR)."

- C. **Local Needs Assessment.** The service provider shall conduct an informal needs assessment of patrons in the local area at least annually utilizing an assessment tool approved by the COR. This assessment is to provide the basis for new services or programs and for the evaluation and revision of current ones. The service provider shall be responsible for analyzing the results of the assessment and reporting the results and recommended actions to the COR.

**C.1.23 QUALITY CONTROL PLAN.**

The service provider shall develop, implement, and maintain the Quality Control Plan approved at time of contract award. The Quality Control Plan shall assure the requirements of the contract are provided as specified. Any revisions to the quality control plan made subsequent to contract award shall be submitted for approval to the designated COR.

**C.1.24 QUALITY ASSURANCE PLAN.**

The Government will maintain a Quality Assurance plan that will monitor the service provider's adherence to this contract. If it is determined by the COR that the service provider has failed to meet a contract requirement, the COR will provide the service provider written notice of deficiencies.

The service provider shall respond in writing for any deficiency that cannot be corrected within five **[NT16]** (5) calendar days. The service provider shall propose intended actions to be taken and a target date for completion. This plan for correction is to be submitted to the cognizant COR for review and approval.

**C.1.25 PERFORMANCE EVALUATION MEETINGS.**

The Service Provider Manager shall meet with the COR weekly during the first three months of the contract. Meetings will be as often as necessary thereafter or whenever a Contract Discrepancy Report (CDR) is issued. The purpose of such meetings is for updating, discussing potential problem areas, quality control and assurance, addressing administrative issues and to ensure effective administration of the contract programs/services and the MWR in general.

**C.1.26 COMPLAINTS FROM PATRONS.**

Whether submitted by individuals or agencies, all complaints shall be brought to the attention of the COR not later than the working day following receipt of the complaint. The service provider shall be responsible for researching and submitting proposed responses to complaints relating to the service provider programs/services to the COR. The service provider shall not directly respond to the complaint.

**C.1.27 INSPECTIONS AND AUDITS.**

The service provider shall notify the COR, and vice versa, of any scheduled or surprise inspections or audits. When requested by the COR or by the Contracting Officer, the service provider shall comply promptly with all requests from auditors and inspectors and participate in MWR inspections. The service provider shall refer all unannounced official visitors to the COR for clearance before permitting any inspection.

**C.1.28 HOURS OF OPERATION.**

The program function's operating hours shall be consistent with established operating hours, and shall meet the needs of the Command and patrons. Operating hours once established and approved by Command, will not to be changed greater than 30 minutes from the original proposal without the approval of the ACO. The service provider shall staff for and perform the tasks included in this PWS for each MWR Program per the Appendix E, Hours of Operation.

- a. The service provider shall not be required, unless specified above, to provide services on the following federal holidays. The holidays are:

<b>If the holiday is ...</b>	<b>The holiday is observed on...</b>
New Year's Day	January 1 <sup>st</sup>
Dr. Martin Luther King's Birthday	3 <sup>rd</sup> Monday in January
President's Day	3 <sup>rd</sup> Monday in February
Memorial Day	4 <sup>th</sup> Monday in May
Independence Day	July 4 <sup>th</sup>
Labor Day	1 <sup>st</sup> Monday in September
Columbus Day	2 <sup>nd</sup> Monday in October
Veterans Day	November 11 <sup>th</sup>
Thanksgiving Day	4 <sup>th</sup> Thursday in November
Christmas Day	December 25 <sup>th</sup>

- b. Contingency situations (natural disasters, military peacetime and wartime contingency operations/exercises, serious accidents, civil disturbances) may necessitate that the service provider provide a different level of support as identified by the COR. Priorities established by the COR shall be followed if a contingency situation generates conflicting support requirements. If the service provider cannot accomplish normal programs/services due to activation or exercise of any contingency plan, the service provider shall not be held in default for non-support of lower priorities.

In the event that MWR operations are curtailed as a result of weather emergencies or other unplanned events, service provider personnel shall be considered to be Category Bravo (non-essential) personnel and are not required to be at the work site, but may be required to be on call.

**C.1.29 PATRONS**

Eligible patrons of the MWR services are as follows, however, priority shall be given to active duty personnel and their legal family members, with highest priority to active duty members of the U. S. Navy.

- United States Navy, United States Marine Corps, United States Air Force, and United States Army active duty personnel and their family members who are legally defined as dependents.
- United States Coast Guard and their family members.
- Active duty personnel of foreign military services who are presently stationed in the area and their family members.
- Reserve military personnel while on temporary active duty and their family members.
- Spouses and dependent offspring of Prisoners of War and Missing in Action.
- Active duty personnel who have transitioned out of the military, as directed.

- Retirees and their legal family members.
- DOD civilian personnel who work at the installation.
- Other personnel authorized in writing by the base C.

**C.1.30 INTER-AGENCY LIAISON**

The service provider shall establish and maintain liaison with other Navy commands and civilian agencies including patron service providers and MWR related agencies in the civilian and military communities. The service provider shall exchange information and provide services collaboratively with other agencies, military and civilian. Liaison shall be performed to ensure services offered at MWR are non-duplicative, other agencies are aware of and refer to MWR, and collaborative relationships are developed. Training, education and other forms of support, e.g., serving on agency boards, shall also be provided on a space available basis (not to interfere with primary tasking) if advantageous to the Government. Level of involvement with other agencies shall not be to a level that detracts from direct services to U.S. Navy affiliated patrons. The service provider will maintain records of contacts made through telephone, writing, electronic means, and/or face to face contact. Records will include date/type of contact, subject, and plans of action.

**C.1.31 EMERGENCY PROTOCOLS**

The service provider shall comply with protocols addressing emergency and at risk situations. The service provider shall receive from the government existing protocols, which address response to: child abuse (physical abuse, sexual abuse, and neglect), reporting of drug and alcohol abuse and management of after hours emergencies. The service provider shall develop new protocols addressing emergent situations and programs and update all protocols semi-annually or when changes have occurred, documenting the last date of review/update. The service provider may use their own protocols if they meet the content specifications of the protocols provided by the government. Related protocols are found in Appendix F Protocols[NT17].

**C.1.32 CONSERVATION OF UTILITIES**

The service provider shall ensure those employees practice utilities conservation. The service provider shall be responsible for operating under conditions that prevent waste of utilities and support energy conservation standards of Navy.

**C.1.33 MEDIA INQUIRIES**

The service provider shall not respond to any media inquiries. The service provider will refer all media inquiries to Public Affairs Office[NT18] and the COR within one workday or as soon as possible.

**C.1.34 PRE-PERFORMANCE CONFERENCE**

Prior to commencing work, the service provider shall meet in conference with the Contracting Officer and other designated government representatives, at a time to be specified by the Government, to discuss and develop mutual understandings relative to scheduling, administration of work, quality assurance and quality control.

**C.1.35 SERVICE PROVIDER PHASE-IN**

In order to ensure the smooth transition to service provider performance and to prevent possible decreases in productivity, the service provider shall be authorized to have personnel on board, at no additional cost to the contract, during the 30 day period prior to contract start date. Service

provider personnel shall not interfere with the normal conduct of Government business. During this period, the service provider shall become familiar with contract requirement in order to commence full performance on the contract start date.

**C.1.36 CONTINUITY OF SERVICES**

Upon expiration of this contract, the service provider shall give his best effort and cooperation to the successor. The service provider shall upon written notification by the Contracting Officer, provide phase-in, phase-out services for up to thirty days after this contract expires. The Government and service provider for the additional work shall negotiate an equitable adjustment to the contract price.



**Page: 1**

**[NT1]** Enter the name of your organization.

**Page: 1**

**[NT2]** Enter the name of your area. Usually will be the city and state.

**Page: 1**

**[NT3]** Determine the length of time appropriate to your area and command.

**Page: 2**

**[NT4]** Determine if you have different requirements.

**Page: 3**

**[NT5]** This section currently lists all of the BUPERS directives. This list will need to be edited according to the local requirements and local directives should also be incorporated.

**Page: 3**

**[NT6]** Site the procedure/reference.

**Page: 3**

**[NT7]** Per Circular A-76 -- Update X of 10 November 1998, there are currently authorized approaches to conducting cost comparison of activities that include volunteers and inmates, and BMM. The following guidelines should be followed pursuant to current A-76 policy. The first approach is to exclude the volunteers, inmates, or BMM from the cost comparison. Under this approach the supervision of these personnel will be the same performed in house as an inherently governmental responsibility, whether the result of the cost comparison is in hour performance or contract decision. The volunteers, inmates or BMM will continue to work for and be supervised by a Federal employee whose work is not included in the contract solicitation. The advantage of this approach is that the cost of the volunteers, inmates or BMM does not have to be calculated.- it is not part of the competition.

The second approach is to structure the A-76 cost comparison so that the cost of the inmate or BMM labor is a Government furnished asset or an A-76 'wash out' (this approach cannot be used for volunteers because it violates the minimum way provision of the Service Contract Act.

**Page: 4**

**[NT8]** Enter the number of days which is appropriate to your local regulations.

**Page: 5**

**[NT9]** This appendix will hold all of the appropriate Memorandum of Understanding and Standard Operating Procedures which are applicable to your MWR activity.

**Page: 5**

**[NT10]** Use this clause if the service provider is required to provide Appropriated Fund budgeting services.

**Page: 5**

**[NT11]** This clause provides the requirements for the Services provider on retails sales and pricing.

**Page: 7**

**[NT12]** Insert the licenses that apply to your programs/services.

**Page: 7**

**[NT13]** Option 2: The Service provider acts a collector of fees for the government and is paid for these services.

**Page: 7**

**[NT14]** Insert the section appropriate section.

**Page: 9**

**[NT15]** This clause provides the Reporting Requirement if RAMCAS is not required.

**Page: 10**

**[NT16]** This is a local requirement. Put in a value applicable to your situation.

**Page: 12**

**[NT17]** This Appendix should contain copies of the protocols for your installation.

**Page: 12**

**[NT18]** Provide the formal title for the Public Affairs Office at your installation.

## SECTION C.2. MWR DEFINITIONS

**C.2.1 DEFINITIONS.** The following definitions/explanations apply when used throughout this Performance Work Statement (PWS).

- a. **Program/Service Manager.** Individual responsible for supervising the day-to-day operations of an MWR, e.g., recreation center, fitness center, etc.
- b. **Appropriated Funds (APF).** Government Public monies allocated by congressional legislation for a specific purpose or use, e.g., assets (personnel, money, material, and real property) provided from APFs to such as support of individual MWR programs/services.
- c. **Ashore.** When used in this manual, means operating ashore (on land) whether Distinguished from afloat ("ships-at-sea"), ashore programs/services operate on land either temporarily includes the U.S., its territories and possessions and foreign countries.
- d. **Chief of Naval Operations (CNO).** Is the agent of the Chief of Naval Operations (CNO) for overall policy concerning MWR programs within the Navy. CHNAVPERS is also responsible for coordination of the various program elements to achieve the most cost-beneficial operations. Serves as the focal point to perform coordination and information programs/services for all MWR programs/services.
- e. **Chief of Naval Personnel (CHNAVPERS).** CHNAVPERS (PERS-65) is designated as the agent of the Chief of Naval Operations (CNO) for overall policy concerning MWR programs within the Navy. CHNAVPERS is also responsible for coordination of the various program elements to achieve the most cost-beneficial operations.
- f. **Commanding Officer.** A Commanding Officer is the highest-ranking military officer at a specific naval installation. The Commanding Officer issues directives and establishes policies for the local MWR program consistent with higher headquarters regulations. Civilian employees and private sector service providers on behalf of the Commanding Officer manage the MWR program.
- g. **Circulation.** The temporary loan of library materials to borrowers for their use off library premises.

- h. **Command Support.** The command support responsibilities for ashore programs/services assigned by the reference listed in BUPERS Instruction 1710.11 apply to MWR programs/services and facilities
- i. **CONUS.** Continental United States.
- j. **Daily Program/Service Record (DAR) (NAVCOMPT FORM 2201).** A financial document used to record the daily financial operations of a non-appropriated fund program/service.
- k. **Dependent.** See **Family Member**.
- l. **Director/Fund Administrator.** An individual appointed to exercise administrative and executive control over the MWR program;
- m. **Echelon II Commanders and Immediate Superiors in Command (ISICs).** Under their command authority, Echelon II (major claimant) commanders and ISICs will review and inspect all MWR funds within their respective command to ensure their proper management. BUPERS MWR Division (Pers-65) can assist by providing technical advice and, when available, participate in conducting the inspection.
- n. **Family Member.** Includes those **dependent** individuals for whom the military sponsor provides medical, financial, and logistical support (for example, housing, food, clothing, and transportation). This includes, but is not limited to any of the following:
  - A lawful spouse.
  - Children under 21 years of age and unmarried, including pre-adoptive children, adopted children, stepchildren, foster children, and wards who depend upon the sponsor for over half their support.
  - Children who are 21 years of age or over, unmarried, incapable of self-support because of a mental or physical disability, and who depend upon the sponsor for over half their support, including adopted children, stepchildren and wards.
  - Unmarried children, including pre-adoptive children, adopted children, stepchildren, foster children, and wards who have not passed their twenty-third (23rd) birthday and are enrolled in a full-

time course of study at an institution of higher learning and who depend upon the sponsor for over half their support.

- Parents, including father, mother, father-in-law, mother-in-law, step-parents and parents by adoption, who depend upon the sponsor for over half their support.
- o. **Legal Status of MWR Programs/Services.** MWR, as instrumentalities of the U.S. Government, are entitled to the immunities and privileges enjoyed by the Federal Government under the constitution, established principles of law and international treaties and agreements. MWR programs/services are typically exempt from direct state and local taxes.
- p. **Military Services.** The U.S. Army, Navy, Air Force, Marine Corps and Coast Guard.
- q. **Morale, Welfare and Recreation (MWR).** A program (exclusive of private organizations as defined in DOD instruction 1000.15) located on Navy installations or on property controlled (by lease or other means) by a military department or furnished by a DOD service provider that provide for the mission sustainment, community support, and revenue generating programs for authorized personnel. MWR Programs are vital to mission accomplishment and form an integral part of the non-pay compensation system. These Programs provide a sense of community among patrons and provide support services commonly furnished by other employers, or other state and local governments to their employees and citizens. MWR programs encourage positive individual values, and aid in recruitment and retention of personnel. They provide for the physical, cultural, and social needs and general well-being of Navy members and their families, providing community support systems that make Navy bases temporary hometowns for a mobile Navy.
- r. **MWR Director.** The MWR director is the chief operating and financial officer of the MWR department. The MWR director is accountable to the commanding officer for the program content, financial integrity, and health and accomplishment of the MWR mission. The MWR director/fund manager is designated by the commanding officer, in writing, as the overall administrator and manager of the MWR program. The primary duty of the MWR director is to ensure that MWR programs are conducted to provide essential mission support to operational (home ported and visiting) commands/units and other tenant programs/services. The MWR director ensures that MWR program outputs improve and maintain the

morale, sense of well being, and quality of life of naval personnel and their family members.

- s. **MWR NAF Fund.** A non-appropriated fund (NAF) financial instrument to collect and disburse funds used to cover all MWR NAF operational costs and related accounting technician services. Refer to Non-Appropriated Funds (NAF).
- t. **Non-Appropriated Funds (NAF).** Cash and other assets received from sources other than monies appropriated by the Congress of the United States, primarily from sale of goods and services to Department of Defense (DOD) military personnel and their family members and used to support or provide MWR programs. NAFs are government funds; they are used only for the collective benefit of military personnel, their family members, and authorized civilians who generate them. These funds are separate and apart from funds that are under the direct cognizance of the Treasurer of the United States.
- u. **Non-Appropriated Fund Instrumentality (NAFI).** An integral Navy organizational entity that performs an essential government program/service. It acts in its own name to provide or to assist other Navy organizations in providing MWR programs for military personnel and authorized civilians. MWR NAIs are established and maintained by the Chief of Naval Personnel. As a fiscal entity, it maintains custody of and control over its nonappropriated funds (NAFs). It is also responsible for the exercise of reasonable care to administer, safeguard, preserve, and maintain prudently those appropriated fund resources made available to carry out its program/service. It contributes, with its NAFs to the MWR programs of other authorized organizational entities, when so authorized. It is not incorporated under the laws of any state or the District of Columbia and it enjoys the legal status of an instrumentality of the United States.
- v. **OCONUS.** Outside Continental United States.
- w. **Parent.** The biological father or mother of a child; or a person who, by order of a court of competent jurisdiction, has been declared the father or mother of a child by adoption; or the legal guardian of a child; or a person in whose household a child resides, if such person stands in loco parentis to that child and contributes at least one-half of the child's support.

- x. **Patrons.** Any person using an MWR program/service will be positively identified as an authorized patron entitled to privileges of the program/service. Proper security measures will be taken to prevent unauthorized use. Identification of authorized patrons will be an official Armed Forces identification card or other official DOD identification. Program/service privilege cards may be issued to those authorized patrons who are not entitled to an official Armed Forces identification card or a Uniformed Services identification card.
- y. **Patron Advisory Group.** Authorized members of the MWR program, acting in an advisory capacity regarding the MWR program.
- z. **Performance Work Statement (PWS).** A description of products or services, e.g. MWR programs and component programs/services.
- aa. **Permanent Collection.** The assortment of books, periodicals, non-print media, and reference material that constitutes a permanent part of the Library.
- bb. **Private Organization.** A self-sustaining and non-Federal entity (e.g., credit unions, USO, chief organizations, wives clubs, Little League, etc.), incorporated or unincorporated, and constituted or established and operated on a Navy installation, with the written consent of the base commanding officer or higher authority, by individuals acting exclusively outside the scope of any official capacity as officers, employees, or agents of the Federal Government. Private organizations are not non-appropriated fund instrumentalities nor is there an official relationship between their programs/services and those of DOD personnel who are members or participants. Due to the nature of the programs/services that they perform and the particular characteristics of these organizations, there is limited government supervision, when compared with the extensive supervision exercised over non-appropriated fund instrumentalities.
- cc. **Program Manager.** A command or office authorized by the Secretary of the Navy to administer technical direction and coordinate administrative and managerial control over an MWR group or program/service. For example, the Bureau of Naval Personnel (BUPERS) (Pers-65) is the program manager for the Navy's MWR Program.
- dd. **Proprietary Interest.** MWR programs/services will not be operated for the financial profit of any person, group, or combination of persons. No

individual will have any personal financial interest or right, in any manner whatsoever, in any property used, acquired or held in the operation of an MWR program/service.

- ee. **PWS.** Refer to Performance Work Statement.
- ff. **Quality Assurance.** Those actions taken by the Government to check goods or services to determine that they meet the requirements of the contract.
- gg. **Quality Control.** Those actions taken by the service provider to control the production of goods or services so that they will meet the requirements of the contract.
- hh. **QRB.** Quality Review Board: A local board that reviews an MWR program.
- ii. **RAMCAS.** Recreation and Mess Central Accounting System
- jj. **Recreation Programs/Services.** Elements of the MWR program such as bowling, golf, marinas, aquatics, auto skill centers, community recreation, information, tickets and tours, outdoor recreation, sports and fitness, youth, fleet recreation, etc.
- kk. **Reserve Components.** Includes the Army National Guard and Air National Guard of the U.S., the Army Reserve, the Naval Reserve, the Air Force Reserve, the Marine Corps Reserve, the Coast Guard Reserve, and Reserve Officers of the Public Health Service.
- ll. **Standard Operating Procedures (SOP).** Standard Operating Procedures (SOP) must be developed for all MWR programs/services to. The SOP ensure consistency in process, procedures, and operations and will address such elements as goals and objectives, fees and charges, hours of operation, reservation/rental procedures, safety regulations, patron eligibility, emergency procedures, opening and closing procedures, cash handling, etc.
- mm. **Surf Beach.** Wave breaking onto the shore of the beach operated and monitored by Morale, Welfare and Recreation.
- nn. **Support Staff.** Person(s) responsible for providing, such as, but not limited to, janitorial, food service, clerical and administrative duties.



- oo. **Teen Programs.** Recreation/educational programs developed and implemented for children 12 -18 years old.
- pp. **Uniformed Services.** Unless otherwise defined, the Army, Navy, Air Force, Marine Corps, Coast Guard, Public Health Service and National Oceanic and Atmospheric Administration and its predecessors (the Coast and Geodetic Survey and the Environmental Science Services Administration).
- qq. **Youth Center.** A facility, or part of a facility, located on a military installation or in military family housing, the primary purpose of which is to provide a place to conduct youth programs for children ages K-18 years old and of military members of the Armed Forces and DoD civilians. The Youth Center serves as the “hub” for most programs/services.
- rr. **Youth Programs.** A full range variety of community-based educational, social, cultural, recreational, and physical programs/services that promote the healthy human development and transition to adulthood of dependent children. The Youth Center serves as the “hub” for most programs/services.

## SECTION C.3 GOVERNMENT FURNISHED PROPERTY AND SERVICES

### 3.1 Government Furnished Property

- a. **Government Furnished Equipment (GFE).** The government shall provide the service provider equipment listed in Appendix G., Equipment Inventory [NT1]
- 1) **Equipment Inventory.** An inventory of government furnished equipment shall be done not later than five [NT2] calendar days before start of the contract, within ten [NT3] calendar days of the start of any option periods, and not later than ten calendar days before completion of the contract period (including any option periods). The service provider and a contracting officer's representative shall conduct a joint inventory of all government-furnished equipment and the service provider shall sign a receipt for all equipment provided. Items of equipment missing or not in working order shall be recorded and the contracting officer notified in writing. The service provider and the government representative shall jointly determine the working order and condition of all equipment and document their findings on the inventory. A disagreement between the service provider and the COR, it shall be treated as a dispute under the contract clause entitled "Disputes."
  - 2) **Replacement of Government Furnished Equipment.** Shall any item of Government furnished equipment require replacement, the service provider shall be responsible for such replacement at no additional cost to the government. Replacement equipment shall be identical in quality to that which was replaced and shall meet all Consumer Product Safety Commission standards. Equipment that is replaced at the expense of the service provider will become the property of the service provider at the conclusion of the contract. Disposition of GFE will be accomplished in accordance with current Navy disposal procedures. Each disposal action must be approved by the COR. Any GFE that is lost by or stolen from the service provider will be replaced by the service provider and will then become and remain the property of the government.
  - 3) **Equipment Maintenance.** The service provider shall provide necessary maintenance and repair of Government furnished equipment.

- 3.2 **Government Furnished Facilities.** The government shall furnish or make available facilities described in Appendix H, Government Furnished Facilities [NT4] No alterations shall be made without specific written permission from the contracting officer. If any modifications of the facilities need to be made, the service provider will perform the modifications (at his or her expense). The alterations shall comply with OSHA standards. The service provider must provide the contracting officer documentation describing the modifications requested. The service provider shall return the facilities to the government in the same condition received, fair wear and tear and approved modifications excepted. These facilities shall only be used in the performance of this contract.

Government furnished facilities have been inspected for compliance with the Occupational Safety and Health Act (OSHA). No hazards have been identified. Shall hazards subsequently be identified, the Government will correct such OSHA hazards according to a base-wide Government developed and approved plan of abatement, taking into account safety and health priorities. A higher priority for correction will not be assigned to facilities merely because of this

contracting initiative. The fact that no such conditions have been identified does not warrant or guarantee that no possible hazard exists, or that work-around procedures will not be necessary or that the facilities furnished shall be adequate to meet the responsibilities of the service provider. Compliance with OSHA and other laws and regulations for the protection of employees is exclusively the obligation of the service provider. Further, the Government will assume no liability or responsibility for the service provider's compliance or noncompliance with such requirements, with the exception of the aforementioned requirement to make corrections according to approved plans of abatement subject to base-wide priorities.

The Government will issue to the service provider initial keys (or provide other appropriate access) for the Government furnished facilities specified. The Government will require the service provider to replace damaged locks and/or lost keys or reimburse the Government for replacement of locks and/or keys. In the event a master key is duplicated by the service provider, all locks and keys for that facility will be replaced and the total cost of replacement shall be borne by the service provider.

### 3.3 Government Furnished Services.

- a. **Building Maintenance.** The Government will be responsible for major maintenance of service provider assigned spaces. However, the service provider shall be liable for the cost of maintenance/repairs in case of damage caused by the service provider's neglect or misuse.
- b. **Travel.** Occasionally the Government may require service provider personnel to attend training not covered by the contract; in these cases, the Government will issue invitational travel orders. Invitational travel orders in association with travel, which is not the financial responsibility of the service provider, shall be approved by the cognizant COR.
- c. **Custodial Services.** The Government will provide custodial services for the following Government furnished facilities; buildings [NT5]. The level and schedule of services varies at each building based on service contracts. The service provider is responsible for providing custodial services for all other MWR buildings, which is detailed in Section C3.2. of this PWS.
- d. **Grounds Maintenance.** The Government will provide all necessary grounds maintenance services for Government furnished facilities [NT6]. The Government shall determine the level and schedule of this service.
- e. **Refuse Collection.** The Government shall provide all necessary refuse collection services for the Government furnished facilities. The Government shall determine the level and schedule of these services.
- f. **Government Furnished Utilities Service.** The government shall furnish existing utility services (water, sewage, electric and gas services) for the service provider's use in government furnished facilities [NT7]. The service provider shall be responsible for the cost of utilities in these programs/services. The service provider shall ensure all staff practice utilities conservation measures. The service provider shall be responsible for operating under conditions that prevent waste of utilities and support Navy and Marine Corps energy conservation standards.
- g. **Telephone Service.** The Government shall provide existing cable pairs and wall jacks within each Government furnished facility where telephone service is currently installed. Telephone services shall include on-station, local, zone, and Defense Switch Network (DSN). The service provider shall pay for costs for long distance charges. Telephone services shall be

used for official use only. The government shall not provide any patron premises equipment (e.g. station sets). The Government shall not pay any monthly recurring charges, or charges for moves, adds and changes to the existing telephone cable layout within a facility.

- h. **Pest Control Service.** The government shall provide pest control for all government-furnished facilities. The Government shall determine the level and schedule of these services. The service provider shall notify the COR when a need for pest control services is detected. If an insect or rodent problem is detected before the government scheduled pest control, the service provider shall notify the COR.
- i. **Security and Fire Protection Service.** The government shall provide security police and fire protection to the extent necessary to ensure a secure and safe installation. The service provider shall adhere to the security and fire directives, instructions, and policies of the installation. These directives, instructions and policies can be found in this PWS in Section C6, Directives, References, Etc[NT8].
- j. **Medical Services.** Ambulance and emergency medical services shall be provided on a cost reimbursable basis.

**3.4 Government Furnished Supplies.** On-hand supplies/materials shall be provided to the service provider who shall return the same quantity and quality of supplies (per the inventory taken by both parties) at the conclusion of the contract. Replacement of supplies will be at the cost of the service provider. The government shall provide official letterhead and envelopes for use in the performance of this contract. The service provider shall be issued an initial supply and shall request reorders as needed.

**3.5 Government Furnished Vehicles [NT9].** The Government shall furnish vehicles and vehicular equipment, hereafter referred to as vehicles, as listed in Appendix G: Equipment Inventory. The service provider shall provide necessary maintenance and repair of Government furnished vehicles.

**Page: 1**

**[NT1]** This Appendix will contain an inventory of the equipment the government will provide.

**Page: 1**

**[NT2]** The number of days indicated is at your discretion.

**Page: 1**

**[NT3]** The number of days indicated is at your discretion.

**Page: 1**

**[NT4]** Change Appendix name as appropriate. This appendix will contain blueprints of the government furnished facilities.

**Page: 2**

**[NT5]** List the building numbers at your facilities. Example: buildings 59, 60, and 174

**Page: 2**

**[NT6]** The golf course and buildings are only examples. If there are exceptions at your installation, be sure to show the exceptions accordingly. Examples of exceptions: golf course, building 36, building 299, building 284, Youth Programs/Services multi-purpose field, inside fence lines at building 397, ball fields #1, #2, and #4.

**Page: 2**

**[NT7]** The golf course and buildings are only examples. If there are exceptions at your installation, be sure to show the exceptions accordingly. If there are no exceptions, delete this reference. Examples of exceptions: 18 hole golf course, buildings 36, 284, 299, 414, food and beverage outlets in buildings 303 and 342.

**Page: 3**

**[NT8]** *Section C3.6, Directives, References, Etc.*, of this PWS contains a listing of all policies, directives, and instructions. All local policies, directives, and instructions shall also be added to this listing. When bids are being accepted the contract, the items listed shall be available upon request.

**Page: 3**

**[NT9]** In most instances vehicles are not provided to the service provider, if they are use this paragraph.

## SECTION C.4 SERVICE PROVIDER FURNISHED ITEMS AND SERVICES

**4.1 General Information.** Except for those items or services specifically stated to be government furnished in Section C.3, the service provider shall furnish all supplies, materials, equipment, and other resources required to perform this contract. The service provider shall be responsible for maintaining appropriate quantities to meet patron demand.

- a. **Equipment.** Equipment shall conform to government specifications and standards. The service provider will create and maintain an inventory of the equipment purchased for usage by the government for estimating future costs. This inventory will be provided to the COR upon request.
- b. **Heat Producing Devices** The service provider shall not use heat-producing devices without prior written authorization from the installation Safety Officer. Such devices include coffeepots, microwaves, and personal heaters.
- c. **Materials.** Materials must also meet government safety requirements. The service provider will create and maintain an inventory of the materials purchased. The inventory will be used by the government to estimate future costs. This inventory will be provided to the COR upon request.
- d. **Insurance.**

- 1) **Liability, Bodily, and Property Damage Insurance.** The service provider shall purchase, maintain and provide evidence to the COR of insurance in the following types and minimum amounts:

General Liability Insurance	\$500,000 per person
Bodily Injury	\$1,000,000 per person
Property Damage	\$100,000 per occurrence
Automobile Liability Insurance	\$20,000 per occurrence
Automobile Property Damage	\$200,000 per occurrence
Automobile Bodily Injury	\$500,000 per occurrence

- 2) **Vehicle Insurance.** The service provider shall maintain vehicle insurance in the amounts listed above for any service provider for vehicles used in the conduct of this contract.

- e. **Licenses and Permits.** The service provider shall maintain all applicable licenses and permits required for the performance of this contract. Evidence of these licenses/permits shall be furnished to the COR for review prior to the commencement of services under this contract and throughout the life of this contract, as requested by the Contracting Officer or the COR. The service provider must obtain all licenses and permits before the commencement of the contract.
- f. **Transportation.** The service provider shall provide all transportation services necessary for staff to perform the services required in this contract.

## SECTION C.6. DIRECTIVES, REFERENCES, ETC.

- 6.1 References and Technical Documents.** The service provider shall comply with all referenced requirements contained in the official publications and revisions listed in Exhibit C6.1 **[NT1]** so far as they apply to the services covered by this specification. All references shall be acquired and maintained in a technical library with a copy maintained on the work site. The directives and references listed in Exhibit C6.1 are either mandatory or advisory. Mandatory directives shall be complied with for the duration of the contract, except for supplements and amendments discussed below.

ID NUMBER	TITLE	LOCATION	MANDATORY/ ADVISORY
<b>BUMEDINST 6240.10</b>			
<b>BUPERSINST 1710.11B</b>	Navy Recreation Operational Policies		
<b>BUPERSINST 1710.16</b>	Administration of Recreation Programs Afloat dtd 28 Oct 93		
<b>BUPERINST 1710.21</b>	Navy Youth Recreation Program		
<b>BUPERSINST 5890.1</b>	Bureau of Naval Personnel Risk Management Manual dtd 25 Jun 96		
<b>BUPERSINST 6110.3</b>	Health and Physical Readiness (HAPR) Program Dtd 9 Dec 94		
<b>BUPERSINST 7043.1A</b>	Procurement Policy for Bureau of Naval Personnel Non-appropriated funds		

<b>BUPERSINST 7200.2</b>	Collection of Bad Debts Incurred by Navy Morale, Welfare and Recreation Services Funds dtd 25 Aug 94		
<b>BUPERSINST 7510.1</b>	Local Fiscal Oversight and Review of Non appropriated Fund Instrumentalities (NAFIs)		
<b>BUPERSINST 12990.1</b>	(Operation of Navy Civilian Morale, Welfare, and Recreation (MWR) Activities) dtd 18 Jan 95		
<b>BUPERS MWR Bowling Management Assistance Guide and Resource Materials Handbook</b>	(January 1994)		
<b>Consumer Product Safety Commission Standards (for playground equipment)</b>			
<b>Corporate Sponsor and Partnership Policies and Procedures (September 1998)</b>			
<b>Crime Control Act of 1990 (Public Law 101647) as amended by Public Law 102-190 dated 12/91</b>			
<b>DoD 4500.36-R</b>	(Management, Acquisition, and Use of Motor Vehicles) dtd 1 mar 94		



<b>DOD 7000.14-R</b>	Financial Management Regulation, Volume 13		
<b>DODDIR 7060.3</b>	(International Balance of Payments Program - Nonappropriated Fund Activities) dtd 9 Mar 79 (NOTAL)		
<b>DODINST 1000.15</b>	Private Organizations on DoD Installations dtd 23 Oct 97		
<b>DODINST 1015.10</b>	Programs for Military Morale, Welfare and Recreation (MWR)		
<b>DODINST 1402.5</b>	Background Checks		
<b>DODINST 5500.7-R</b>	Joint Ethics Regulation dtd 30 Aug 93		
<b>DODINST 6060.1-M-18</b>	Prevention of Child Abuse/Neglect in Child Care Settings		
<b>DODINST 6060.2</b>	Child Development Services		
<b>DODINST 6063.3</b>	Policies and Procedures for Operations of School - Age Care		

<b>DoDR 1015.8-R</b>	Civilian Morale, Welfare, and Recreation (MWR) Activities and Supporting Nonappropriated Fund Instrumentalities (NAFIs) dtd 1 Nov 85		
<b>Military Child Care Act of 1989</b>			
<b>National Association for the Education of Young Children (NAEYC) Accreditation Standards</b>			
<b>NAEYC Developmental Appropriate Practices</b>			
<b>NAVCOMPT Manual - Vol.7 - Section 075261</b>	Private Organizations		
<b>NAVCOMPT Manual, Volume 7, Sec 075500</b>	Morale, Welfare and Recreation Activities		
<b>NAVEDTRA 38021</b>	Navy General Library Manual		
<b>Navy Bowling System Operating Guidelines and Financial Standards</b>	dtd 28 Apr 93		
<b>NAVFAC P-1021</b>	Navy Shore Establishment Fire Protection/Prevention Program		

<b>NAVMED P-5010-1</b>	Manual of Naval Preventive Medicine.		
<b>NAVMED P-5010-4</b>	Manual of Naval Preventive Medicine for Swimming Pools and Bathing Places.		
<b>NAVSO P-1000 NAVCOMPT Manual, Vol. 4, Disbursing</b>			
<b>NAVSO P-1000, NAVCOMPT Manual, Section 075500, Morale, Welfare and Recreation Activities</b>			
<b>NFPA 101 Life Safety Code</b>			
<b>OPNAVINST 1700.7D</b>	Responsibility for Morale, Welfare, and Recreation (MWR) Programs in the Navy		
<b>OPNAVINST 1700.9D</b>	Child Development Programs Dtd 27 Oct 94		
<b>OPNAVINST 4001.D</b>	Acceptance of Gifts dtd 30 Apr 97		
<b>OPNAVINST 5000.52A</b>	Command Evaluation Program dtd 5 Dec 91		

<b>OPNAVINST 5100.25A</b>	Recreation, Athletics and Home Safety Program dtd 25 Sep 90		
<b>OPNAVINST 6100.2</b>	Health Promotion Program dtd 25 Feb 92		
<b>OPNAVINST 6110.1E</b>	Physical Readiness Program dtd 23 Mar 98		
<b>RAMCAS User Handbook</b>			
<b>SECNAVINST 1700.11C</b>	Alcoholic Beverage Control dtd 21 Jul 86		
<b>SECNAVINST 1700.12</b>	Operation of Morale, Welfare and Recreation Activities		
<b>SECNAVINST 5040.3</b>	Naval Command Inspection Program dtd 7 Jul 94		
<b>SECNAVINST 5100.10G</b>	Department of the Navy Policy for Safety, Mishap Prevention and Occupational Health Programs dtd 15 Dec 89		
<b>SECNAVINST 5100.13B</b>	Navy and Marine Corps Tobacco Policy dtd 11 Feb 98		
<b>SECNAVINST 5212.5C</b>	Navy and Marine Corps Records Disposition Manual dtd 11 Jul 85		
<b>SECNAVINST 5720.44A</b>	Department of the Navy Public Affairs Policy and Regulations dtd 3 Jun 87		

<b>SECNAVINST 6100.5</b>	Health Promotions Program dtd 17 Sept 86		
<b>SECNAVINST 7510.7E</b>	Department of the Navy Internal Audit dtd 11 Oct 91		
<b>SECNAVINST 7510.8A</b>	Internal Review in the Department of the Navy		
<b>United States Consumer Product Safety Commission Standards</b>			

Exhibit C6.1

The government will provide all publications listed above at the start of the contract. The service provider shall implement all changes to the mandatory publications, references, local directives, etc., and send copies to the COR [NT2]. Supplements or amendments to listed publications from any organization level may be issued during the life of the contract.

**Page: 1**

**[NT1]** The publications, instructions, policies, etc. listed in this exhibit are BUPERS, SECNAV, etc. Your local instructions, directives, etc. should be added to the list.

**Page: 7**

**[NT2]** Choose either the current typed sentence OR delete and add "The government will maintain all listed publications." Choose the one that pertains to your situation.

**C.5.1 Fitness Programs**

The Navy Fitness Program addresses growing concerns about and the need for behavioral changes to achieve a healthier lifestyle for everyone in the Navy community. Fitness programs require participants to establish and adhere to long-range commitments to optimum personal health (not just physically, but mentally, socially, emotionally, and spiritually). Through the utilization of the resources (i.e. facilities, personnel etc.) identified in section C.5.4 of this PWS, the service provider shall aggressively promote all aspects of the fitness program.

- a. **DOD and Navy Standards.** The fitness program shall be in compliance with the Department of Defense Physical Fitness Conditioning Program Standards as well as with Navy Fitness Standards.

The minimum requirements of the fitness program are as follows:

- 1) The staff of a facility shall be able to respond in a timely manner to any reasonable, foreseeable emergency event that threatens the health and safety of program users. Towards this end, the facility staff must have an appropriate emergency plan that can be executed by qualified personnel in a timely manner.
  - 2) Appropriately trained facility staff shall offer each authorized patron a pre-program screening appropriate to the physical activities to be performed by the patron.
  - 3) Each person who has supervisory responsibilities for a physical program or area at a facility must have demonstrated professional competence in that physical program or area.
  - 4) Appropriate signage will be posted in facilities to alert users to the risks involved in their use of those areas of a facility that present potential increased risk(s).
  - 5) Youth fitness/sports programs and services will be supported with appropriate supervision. (See BUPERSINST 1710.21B (Navy Youth Recreation Program) dated 4 Oct 93 for additional guidance.)
  - 6) The layout, design, and equipment of fitness facilities must conform to all relevant laws, regulations, and published program standards.
  - 7) Facility staff at a minimum must conduct the following on a regularly scheduled basis: orientation to fitness equipment and programs, group exercise opportunities, strength or circuit training instruction, fitness/health awareness and education programs, as well as incentive programs that rewards users for participation in fitness activities programs.
- b. **Command Fitness Program.** Active duty personnel who do not meet body composition standards or fail any event(s) of the Physical Readiness Test (PRT) shall be enrolled in the Command Fitness Program, if medically cleared. Participation shall continue until the next official PRT. The purpose of the Command Fitness Program is to assist active duty military personnel in enhancing their fitness level by requiring that they exercise regularly and pass the next PRT test. All commands are required to follow the prescribed Command Fitness Program as outlined by Navy policy.
- 1) The staff of the fitness program will supervise, administer and assist with the Command Fitness Program as necessary. The program includes the following

components: cardiovascular, strength training, body composition and flexibility. The duration of the program is one hour; five days a week for 24 weeks following the prescribed format as listed in the program manual for the particular component. The individual enrolled in the program and the Command Fitness Coordinator (CFC) are responsible to complete and review the tracking log sheets to gauge that individual member's performance. Service provider personnel will ensure that logs sheets and self-tests are monitored and will provide the necessary guidance to CFCs to insure that every individual member participating in the program will succeed in the program.

- c. **Fitness Conditioning Programs.** Navy Fitness Conditioning Programs are intended to provide active duty personnel and other patrons with opportunities to develop their bodies to peak states of conditioning. Fitness conditioning programs are among the initiatives that are offered with the intent of promoting the goals of total fitness. Through the utilization of the resources (i.e. facilities, personnel etc.) identified in section C.5.4 of this PWS, the service provider shall aggressively promote fitness conditioning programs.
- 1) The service provider is responsible for developing and maintaining a variety of well-rounded and dynamic fitness conditioning programs that meet the needs of all types of patrons. At a minimum, activities that address the following types of fitness must be offered:
- **Cardio-respiratory endurance** - the sustained ability of the heart and blood vessels to carry oxygen to the body such as walking, running, swimming, cycling, and aerobic movements.
  - **Muscular fitness** –a combination of both strength (the force a muscle produces in one effort) and endurance (the ability to perform repeated muscular contractions in quick succession). Muscular fitness activities involve the lower body, the middle body, the upper body, and exercising with free weights and machines.
  - **Flexibility** -refers to the ability of the body joints to move freely and without discomfort through their full range of motion. Examples include stretching, basic stretching, partner stretching, and stretching for sports.
  - **Body composition** – a comparison of the amount of lean mass (i.e., muscle and bones) to fat.
- d. **Fitness Programming.** The overall quality of life of active duty personnel and other patrons of MWR can be enriched through a balanced program of exercise, fitness activities and recreational play especially when combined with a conscious emphasis on wellness, health and nutrition. The goal of fitness programming is to encourage patrons to experience both new and traditional fitness activities that reduce health risks, government health care costs and improve Navy readiness. Through the utilization of the resources (i.e. facilities, personnel etc.) identified in section C.5.4 of this PWS, the service provider shall aggressively promote fitness programming.
- 1) The service provider will offer patron driven fitness programs that at a minimum include and/or address the following:
- All fitness programs shall offer pre-program screening to each patron that is appropriate to the physical activities to be performed.



- Each fitness staff member will encourage, assist, and instruct patrons in the accomplishment of his/her prescribed program within facility equipment and personnel capabilities.
  - Fitness testing will be available either on site or at another location. The testing protocol shall follow the ACSM guideline and incorporate measurement of body composition, cardio-respiratory fitness, flexibility, and muscle fitness.
  - At the time of program registration, all information about the program, service, or event shall be available to the participant.
  - All fitness programs shall emphasize maximum participation and have a recognition system developed for each program element.
  - Fitness programs shall promote interaction with local civilian community organizations.
  - Daily scheduled opportunities will be offered for lap and instructional swimming.
  - The service provider will conduct at least two special events or programs annually in support of special health/wellness programs, such as health fairs or fitness clinics.
  - At least three times a year, the service provider will conduct seasonally oriented sports classes to prepare individuals/teams for sports competition.
  - On at least a weekly basis and when (individually) requested, the service provider will offer basic orientation on the base fitness facilities and programs to include rules, safety guidelines, proper use of equipment, and instructional fitness assessment opportunities.
  - All areas of the fitness complex shall be monitored routinely to ensure patron safety and assess compliance with policies, the condition and serviceability of facility and equipment, and to offer guidance and assistance to the patrons.
  - A program policy regarding equipment usage and duration must be maintained that ensures patrons have reasonable access to all equipment.
- e. **Instructional Skill Development.** An Instructional Skill Development Program offers instruction/education on fitness skills, strategies, appreciation and the rules and regulations of a variety of sports/fitness activities. The purpose of the Instructional Skill Development Program is to assist the participant in learning/improving their performance. A successful program will enhance and foster learning, provide the opportunity for personal improvement, and to help patrons develop positive attitudes about physical program which will contribute to health and wellness throughout their lives.

Instructional skill development incorporates teaching on an individual or group basis through methods such as classes, lessons, clinics, and workshops. There are usually three levels of instruction: beginner, intermediate, and advanced. Examples of program skill development include: group exercises (e.g., low-impact aerobics, jazz dancing, tai chi,

youth fitness, water fitness, etc.), weight training, strength and conditioning training, jogging, walking, cycling, swimming, golf, bowling, tennis, and racquetball. Through the utilization of the resources (i.e. facilities, personnel etc.) identified in section C.5.4 of this PWS, the service provider shall aggressively promote instructional skill development.

- 1) The Instructional Skill Development Program is intended to introduce, educate, and motivate participants in fitness activities through well-planned and well-presented instructional classes. The selection of fitness instructors is critical to the success of the program. The instructor must have a basis of sound fitness knowledge as well as an understanding of the learning process and teaching methods. The service provider must ensure that all instructors (e.g., aerobic, swimming, martial arts, etc.) have current certification based on national governing body criteria. Annually, the service provider will provide the following instructional fitness opportunities:
  - Conduct instructional skill programs in at least five informal (self-directed) lifetime fitness activities throughout the year based on patron demand/interest. Examples include cross training, group exercise, tennis, golf, racquetball, swimming, fitness training, etc. Classes/clinics will also be held for these informal activities, structured by skill levels (i.e., novice, intermediate and advanced) to ensure a proficiency ladder for and the safety of all patrons.
  - Conduct seasonally oriented sports training and conditioning classes at least three times a year to prepare individuals/teams for sports competition.
  - Provide swimming instruction in various levels of proficiency and stroke technique based on patron demand.

**C.5.2 Awareness and Education Programs**

The Navy Fitness and sports program includes a commitment to the “total fitness” of active duty personnel and other authorized patrons by offering healthy recreational opportunities. Fitness/health awareness and education programs are among the initiatives that are offered with the intent of promoting the goals of total fitness. Through the utilization of the resources (i.e. facilities, personnel etc.) identified in section C.5.4 of this PWS, the service provider shall aggressively promote awareness and education programs.

- a. **Minimum Requirements.** The service provider shall offer an on-going health awareness program for their patrons. This program must contain a minimum, continual dissemination of awareness materials and where possible, quarterly education sessions on the following topics: Smoking Prevention and Cessation; Physical Fitness and Sports; Back Injury Prevention; Nutrition Education; Alcohol and Drug Abuse Prevention; Hypertension Education; and Stress Management as described below:
- **Smoking Prevention and Cessation.** To help comply with Navy policy to create an environment that supports abstinence and discourages the use of tobacco products, to create a healthy working environment, and to provide smokers with encouragement and professional assistance to stop smoking.
  - **Physical Fitness and Sports.** To provide opportunities and incentives to establish healthy and active lifestyles in order to achieve and maintain physical fitness and body composition standards.
  - **Back Injury Prevention.** To help comply with Navy policy to provide all personnel with education and training programs to reduce the incidence of back pain and associated injuries.
  - **Nutrition Education.** To help comply with Navy policy that comprehensive weight control and nutrition education programs be developed and implemented to achieve and maintain an optimal level of nutritional health and body composition for all Navy personnel.
  - **Alcohol and Drug Abuse Prevention.** To help comply with Navy policy to provide programs and initiatives that prevent substance abuse and addiction, address early intervention and provides drug and alcohol rehabilitation to break the cycle of addiction.

- **Hypertension Education.** To help comply with Navy policy to provide all personnel with programs for early hypertension identification, information on factors influencing blood pressure (e.g., diet, exercise, and medications) and treatment referral, where indicated.
- **Stress Management.** To help comply with Navy policy to assist its personnel in developing adaptive and coping skills to better deal with stress.

### C.5.3 Recreational Sports Program

The Recreational Sports Program offers a variety of sports activities for the sake of participation and fun. It is a diverse area comprised of four separate sports categories: Informal Sports, Intramural Sports, Extramural Sports, and Club Sports. Each category is targeted at participants with varying levels of ability and interest. The primary purpose of the recreational sports program is to provide enjoyable, competitive activities in game format using all available facilities and resources in the most effective and efficient manner. Through the utilization of the resources (i.e. facilities, personnel etc.) identified in section C.5.4 of this PWS, the service provider shall aggressively promote and implement the Recreational Sports Program.

#### a. Definitions

- 1) **Informal Sports.** An informal sport is an individual approach to sports or fitness activities with no pre-determined goals except that of participation for fun and fitness. Examples of informal sports/fitness activities include a workout at the fitness center, an early morning swim, a bike ride, a lunch time run/jog, a racquetball game after work, or a pick-up softball or basketball game.
- 2) **Intramural Sports.** Intramural sports are structured contests, tournaments, leagues, or other events conducted within individual commands or among those commands served by a common MWR Fund. The intramural program shall be designed to encourage participation by both men and women and to accommodate all personnel to the maximum extent possible. The intramural program shall include the following types of events:
  - **Individual Sports.** Events that allow individuals to participate alone (e.g., golf, bowling, swimming, archery);
  - **Dual Sports.** Events that require at least one opponent (e.g., badminton, table tennis, racquetball);
  - **Team Sports.** Events that specify a number of players who play as a unit or organized team of either men, women, or coeducational divisions (e.g., basketball, softball, soccer, volleyball, flag football);
  - **Meet Sports.** Separate events usually completed within a specified period of time (e.g., swimming, wrestling, track and field); and
  - **Special Events.** Non-traditional events usually not practiced by the participants (e.g., Sports Festival, Superstar competition).
  - **Extramural Sports.** Extramural sports are structured sports participation conducted among commands, installations or municipalities in the same general geographical area in which participants represent their local installation or municipality. An example would be a base softball team playing in the local municipal league.
  - **Club Sports.** Club sports are any particular fitness/sport organized because of a common interest by a special interest group. Examples include a rugby club or martial arts club.

#### b. Requirements

- 1) **Informal Fitness/Sports.** The service provider will promote, control and manage the use of all available sports facilities by eligible patrons. The intent of which is to encourage patrons to participate in a self-directed way at their own convenience, pace, and level of enjoyment. The following standards must be attained and maintained:
  - Proper maintenance of the necessary equipment, gear issue, and facilities
  - Offer scheduled and upon request basic orientation to fitness and recreational sports facilities and programs
  - Implement a patron award system as an incentive program to recognize achievement of Navy, local, and individual goals;
  - Accessibility to facilities which are not being used for structured events or on-going programs; and
- 2) **Intramural Sports.** Intramural sports are scheduled and controlled competitive play opportunities in game form through tournaments, contests, and leagues in a variety of individual, dual, team, meet, and special event sports. Opportunities shall be provided for men, women, and mixed competition with a variety of rule modifications to meet the patrons' needs and interests. This program shall be focused on all skill levels with everyone having an opportunity for personal and group satisfaction. The intramural sports program shall provide the following program elements:
  - Offer at least four individual/dual sports for men and women each year. The tournaments shall be structured by skill levels (i.e., novice, intermediate, and advanced).
  - Provide at least four team sport opportunities each year for men and women. The program shall allow for "age 35 and over" league play in at least one major sport.
  - Conduct at least two meet sports each year.
  - Offer at least two special sports events each year.
  - Host at least one sport competition involving intramural participants/teams with the local community.
  - Conduct a "Captain's Cup" Sports program to stimulate interest, participation, and competition within the installation.
  - Use certified officials at all levels of competition where possible. In team sports competition, the appropriate number of officials per sports contest will be based on the national sports governing body standards. To this end, sponsoring clinics for qualifying and certifying officials would be beneficial.
  - Use the official rules set forth by the organization governing amateur competition in each sport.
  - There shall be no fees or charges for active duty members to participate in Category A established intramural sports programs, leagues, tournaments,

events, or activities. Golf and bowling are not Category A activities and are exempt from the above requirement. Entry fees are only permitted for special invitational tournaments outside of the published intramural sports calendar.

3) **Extramural Sports.**

- (a) **Varsity Sports Program.** The service provider shall develop and maintain a varsity sports program that meets the needs of Navy personnel with highly developed sports skills to compete with others capable of challenging their skills.
- (b) **Club Sports.** Individuals who organize because of a common interest in a sport are the core of the club sports program. These groups are usually seeking regular and on-going use of sports facilities to enhance their own skills or abilities in a particular sport. Club activities are an excellent way to get maximum participation of authorized personnel. The service provider will assist in the organization of sports clubs based on the interest level of patrons. However, once established, the club shall function as a private organization.

**C.5.4 Fitness/Sports Facilities**

The service provider is responsible for the management and staffing of a variety of fitness/sports facilities intended to promote and implement the physical fitness of active duty military personnel for readiness, as well as for their general well being. The Fitness and Sports Program provides authorized patrons with a number of facilities to choose from to maintain their physical fitness. These choices include Gymnasiums, Fitness Centers and a variety of outdoor athletic fields/courts and associated facilities.

**a. General Information**

The service provider shall promote and coordinate maximum participation in fitness and sports programs on a continual basis, serving approximately [NT1] military and DOD personnel. This includes, but is not limited to, the following:

- Developing, scheduling, and conducting sports programs which shall meet participant interests and needs in many varieties of both major and minor team and individual sports (e.g. softball, volleyball, flag football, basketball, tennis, racquetball, aerobics, bowling, weight lifting, golf, darts, table tennis, horseshoes, and any other sport deemed appropriate).
- Promoting, organizing, and directing all intramural, extramural, captains cup and all-star sports programs including scheduling league and individual competitions, determining winners and runners-up, assessing and rewarding sportsmanship, and assisting in selecting all-star teams to represent the command.
- Supervising the use of athletic fields/facilities and equipment for scheduled events.
- Accept reservations, schedule use of, and set up equipment as necessary for use of the facilities.
- Establish and implement a program to continually evaluate, monitor and respond to patron desires through methods such as comment cards, patron meetings and surveys.
- Provide trained, qualified sports officials for scheduled sports events. See Figure 5.4.1. Official's Fee Schedule for a typical officials' fee schedule [NT2].

**b. Gymnasium Services.** Specific services required to be performed in the gym during operating hours include, but are not limited to:

- Inventorying, issuing in ready to use condition, and collecting government furnished sports equipment and gear.
- Preparing the gym for special events.
- Ensuring the gym and associated gear are maintained in a clean and orderly condition.
- Perform routine maintenance on all equipment per manufacturer's



recommendations.

- Provide locker room service to include issuing, collecting, and laundering towels to be used in both the men and women's locker rooms.
- Patrolling the gym, both inside and out, circulating among the patrons to promote order and prevent damage to the facility and its equipment.
- Checking identification to ensure that only authorized patrons are using the gym.
- Develop and implement a program of group exercise classes such as, aerobics, weight lifting, jogging, and group sports events. Provide personnel knowledgeable and capable of offering instruction and assistance, and to supervise proper and safe use of the equipment.
- Operating a cash register. Receiving and accounting of funds collected for fees.
- Collect and maintain accountability of all revenue generated by services provided in the execution of this contract.
- Deposit all revenue into a designated drop safe.
- The service provider shall report all equipment failures to the COR within 24 hours of occurrence. Janitorial services for the gym shall be performed so as not to interfere with sports programs or use of the gym. General custodial service requirements are described in Section 3.3.c. of this PWS. In addition to general custodial maintenance requirements, maintaining the gym requires the following special requirements:
  - Cleaning and disinfecting the steam room.
  - Sweeping of the main basketball court area.
  - Cleaning of all weight room equipment.

- 1) **Hours of Operation.** The Gymnasium shall operate according to the current schedule hours of operation. Refer to Appendix E, Programs/Services Hours of Operation.
- 2) **Patrons.** Gym activities are open to active duty military personnel, reservists, retirees, family members, and authorized civilians **[NT3]**. Appendix C, Historical Workload, provides the historical utilization of the Gymnasium.
- 3) **Personnel.** Provide personnel knowledgeable and capable of offering instruction and assistance, and to supervise proper and safe use of the equipment.
- 4) **Specific Certifications, Licenses, Training.** The service provider must follow all federal, state, and local requirements for certifications and

licenses. In addition, the operation of this program will be in accordance with BUPERSINST 1710.11B, "Navy Recreation Program Operational Policies". All gym personnel will be trained in CPR, First Aid, and Blood Borne Pathogens. Instructors must be trained and certified by a nationally recognized health/fitness organization. Fitness instructors are required to have Physical Readiness Training (PRT) certification.

- 5) **Regulatory Requirements.** The service provider shall provide for accurate inventory of hazardous materials (HAZMAT), ensure proper MSDS are available where HAZMAT is in use, shall provide for the disposal of HAZWASTE, assure that only the minimum HAZMAT is stored at the facility.
- 6) **Equipment.** Examples of equipment and material needed in the gymnasium are listed in Appendix G, Equipment Inventory.
- 7) **Special Events.** Special program events or Command Support events may affect the operation of the gym, see Figure C.5.23.1 for Special Events listing. During special events, the service provider will provide personnel to rearrange the facility for use during the event, and then rearrange the facilities for normal recreational use. During any special events, fitness programs and classes may have to be rescheduled, to avoid cancellation.
- 8) **Fees and Charges.** Gymnasium fees and charges are provided in a table in Appendix B, Programs/Services Schedule of Fees and Charges.

C. **Fitness Center.** The fitness center provides programs and services for all authorized personnel to meet the Navy and individual's health and fitness requirements. The fitness center will be equipped with progressive resistance exercise machines, various free weight equipment items, ample cardiovascular workout machines, and a warm-up/cool-down area. The fitness center will be professionally managed by trained and certified fitness personnel available to assist, guide, or instruct patrons during all hours of operation convenient to the patron. All staff members must maintain current CPR certification. The Fitness Center shall at a minimum provide the following types of programs on a regularly scheduled basis: exercise orientation, group exercise opportunities, strength or circuit training instruction, fitness awareness and education promotions, and incentive programs that reward users for participation in fitness program programs. It is important that participants be at a level of fitness, which enables them to participate safely. The fitness center is a Category A "mission essential" program and its use will be free of charge to all active duty, members of the reserve components (i.e., Ready Reserve, National Guard, Reservists in Training) and active duty retirees.

- 1) **Specific Services.** Specific services required to be performed in the fitness center during operating hours include, but are not limited to:
  - Ensuring the fitness center and associated gear is maintained in a clean and orderly condition.
  - Perform routine maintenance on all equipment per manufacturer's recommendations.
  - Provide locker room service to include issuing, collecting, and

laundrying towels to be used in both the men and women's locker rooms.

- Patrolling the fitness center, both inside and out, circulating among the patrons to promote order and prevent damage to the facility and its equipment.
  - Checking identification to ensure that only authorized patrons are using the fitness center facilities.
  - Develop and implement a program of supervised exercise sessions such as, aerobics, weight lifting and jogging (track & treadmill. Provide personnel knowledgeable and capable of offering instruction and assistance, and to supervise proper and safe use of the equipment.
  - Operating a cash register. Receiving and accounting of funds collected for fees.
  - Collect and maintain accountability of all revenue generated by services provided in the execution of this contract.
  - Deposit all revenue into a designated drop safe.
  - The service provider shall report all equipment failures to the COR within 24 hours of occurrence. Janitorial services for the fitness center shall be performed so as not to interfere with programs or use of the fitness center. General custodial service requirements are described in Section 3.3.c. of this PWS. In addition to general custodial maintenance requirements, maintaining the fitness center requires the following special requirements:
    - Cleaning and disinfecting the steam room.
    - Sweeping of the main fitness rooms.
    - Cleaning of all fitness equipment.
- 2) **Hours of Operation.** The Fitness Center activities shall operate according to the current schedule hours of operation. Refer to Appendix E, Programs/Services Hours of Operation.
- 3) **Patrons.** Fitness Center activities are open to active duty military personnel, reservists, retirees, dependents, and authorized civilians **[NT4]**. Appendix C, Historical Workload provides the historical utilization of the Gymnasium.
- 4) **Personnel.** Provide personnel knowledgeable and capable of offering instruction and assistance, and to supervise proper and safe use of the equipment.
- 5) **Specific Certifications, Licenses, Training.** The service provider must follow all federal, state, and local requirements for certifications and licenses. In addition, the operation of this program will be in accordance

with BUPERSINST 1710.11B, "Navy Recreation Program Operational Policies". All fitness center personnel will be trained in CPR, First Aid, and Blood Borne Pathogens. Aerobics instructors are required to be certified by American Fitness Aerobic Association (AFAA) and/or American Council on Exercise (ACE). Fitness instructors are required to have Physical Readiness Training (PRT) certification.

- 6) **Regulatory Requirements.** The service provider shall provide for accurate inventory of hazardous materials (HAZMAT), ensure proper MSDS are available where HAZMAT is in use, shall provide for the disposal of HAZWASTE, assure that only the minimum HAZMAT is stored at the facility.
- 7) **Equipment.**
  - All fitness equipment is to be maintained by the service provider in accordance with the manufacturer recommendations.
  - At a minimum, the service provider will ensure the following equipment is in the Free Weight Area:
    - a complete set of dumbbells ranging from 2.3 to 54.4 kilograms (5 to 120 pounds) in 2.3 kilogram (5-pound) increments
    - Olympic style power bars with safety collars and at least 725.7 to 816.5 kilograms (1600 to 1800 pounds in various increments) of free weight
    - A variety of benches for dumbbell work and Olympic barbell work such as incline bench, decline bench, power squat rack, flat benches, preacher curl bench, weight racks, and dumbbell racks.
  - The floor space must be structurally sound enough to bear the load of weight machines and equipment (minimum 45.36 kilograms per .1 square meter or 100 pounds per square foot **[NT5]**).
  - Exercise equipment shall have finished framing so as not to damage the finished floor, e.g., provide rolled bar framing and no cut-off legs **[NT6]**.
  - Strength training or circuit training machines. There must be at least one circuit-training machine for each muscle group.
  - The strength training/circuit area for resistance training shall be arranged in a fashion that allow patrons/users to train/work the largest muscle groups first and then proceed to the smaller muscles within that muscle group.
  - There shall be a sufficient blend of different pieces of cardiovascular equipment installed to meet the needs of patrons (i.e. stationary bikes; recumbent bikes; rowing machines; stair climbers; treadmills; cross-country ski machine; and other recognized aerobic equipment).

- There shall be space available dedicated for stretching to allow warm-up/cool-down.
- 8) **Special Events** - Special program events or Command Support events may affect the operation of the fitness center, see Figure 5.23.1, Special Events Listing. During special events, the service provider will provide personnel to rearrange the facility for use during the event, and then rearrange the facilities for normal recreational use. During any special events, sports programs and classes may have to be rescheduled, to avoid cancellation.
- 9) **Fees and Charges** - Fitness Center fees and charges are shown in the Appendix B, Programs/Services Schedule of Fees and Charges.
- d. **Outdoor Facilities.** Outdoor facilities include the playing fields (baseball, football, and soccer), as well as outdoor courts (tennis, basketball etc). Grounds and field maintenance services for the athletic playing fields shall be performed so as not to interfere with sports programs or use of the facilities.
- General grounds maintenance (mowing, edging, fertilization, landscaping, flower bed maintenance, etc.) requirements are described in Section 3.3. of this PWS. In addition to general grounds maintenance requirements, maintaining the playing fields also requires the following:
  - Playing fields shall be aerated annually.
  - Outdoor playing courts (tennis and basketball) shall be swept at least weekly.
  - Playing field dugout areas shall be cleaned daily during ball season and at least weekly thereafter.
  - Trash cans shall be placed adjacent to playing fields and shall be emptied so as to prevent overflowing, but at least weekly
  - Dirt infields of all playing fields shall be dragged smooth before ball games and as needed.
  - All playing fields shall be relined with field lining equipment on the day of ball games.
  - All field lighting and court lighting will be maintained.
- 1) **Hours of Operation.** All ball fields and outdoor recreation areas are to be available for all scheduled activities for the sports program.
- 2) **Patrons.** Patrons of Outdoor Facilities are active duty military personnel, reservists, retirees, dependents, and authorized civilians, including the local community. Appendix C, Historical Workload, provides the utilization of outdoor facilities.
- 3) **Personnel.** All grounds and field maintenance personnel shall be knowledgeable and capable in this area.

- 4) **Specific Certifications, Licenses, Training.** The service provider must follow all federal, state, and local requirements for certifications and licenses. In addition, the operation of this program will be in accordance with BUPERSINST 1710.11B, "Navy Recreation Program Operational Policies". A pesticides applicator certificate is required for all employees working with pesticides.
- 5) **Regulatory Requirements.** The service provider shall provide for accurate inventory of hazardous materials (HAZMAT), ensure proper MSDS are available where HAZMAT is in use, shall provide for the disposal of HAZWASTE, assure that only the minimum HAZMAT is stored at the facility. All pesticides will be applied in accordance with federal and state regulations.
- 6) **Equipment.** Examples of necessary outdoor facility equipment such as tennis nets, bases, etc are listed in Appendix G, Equipment Inventory.
- 7) **Special Events.** Special program events or Command Support events may affect the operation of the fields and grounds, see Figure 5.23.1, Special Events listing. During special events, the service provider will provide personnel to rearrange the facility for use during the event, and then rearrange the facilities for normal recreational use. During any special events, sports programs and classes may have to be rescheduled, to avoid cancellation.
- 8) **Fees and Charges.** Outdoor facilities may be reserved in advance for events at no charge. Scheduled sports events have priority for facility use.

**[NT1]** Insert the Number of Patrons

**Page: 1**

**[NT2]** Insert the Officials Fee Schedule, or where it may be located.

**[NT3]** This exhibit will contain charts, table, or matrixes of the past year's utilization data of the Gym

**[NT4]** This exhibit will contain charts, table, or matrixes of the past year's utilization data of the Gym

**Page: 5**

**[NT5]** If the facilities are being provided the floor should already be structurally sound.

**Page: 5**

**[NT6]** If the equipment is being provided the frames should already meet this need. Any newly purchased equipment will have to meet this requirement.

### **C.5.5 Recreation Center**

Recreation Centers are intended to provide a relaxing social environment for Active Duty Military Personnel. The components of the Recreation Center include but are not limited to; provision of on and off base recreational information, skill classes, special events, table games, amusement machines, food, beverage and product sales, computer rooms, music rooms, etc.

#### **a. General Information.**

- 1) Specific programs/services/functions required to be offered in the Recreation Center during operating hours include, but are not limited to:
  - Provide recreation areas for authorized personnel, with equipment to include; pool tables, ping pong tables, video/arcade games, juke box, snack bar, laser tag, computers with Internet access etc.
  - Organized recreational game tournaments
  - Checking identification to ensure that only authorized patrons are in the facility.
  - The service provider shall report all equipment failures to the COR within 24 hours of occurrence. Specific maintenance functions required to be performed in the Recreation Center include, but are not limited to: Janitorial services for the office shall be performed so as not to interfere with use of the office. General custodial service requirements are described in Section C.3.3.
- 2) **Hours of Operation.** The Recreation Center hours of operation are shown in Appendix E Programs/Services Hours of Operation.
- 3) **Patrons.** Recreation Center activities are open to active duty military personnel, reservists, and other personnel approved by the base CO. Appendix C Historical Workload shows the historical utilization of the Recreation Center.
- 4) **Personnel.** Personnel working in the Recreation Center should be knowledgeable in their areas of responsibility.



- 5) **Specific Certifications, Licenses, Training.** The service provider must follow all federal, state, and local requirements for certifications and licenses. In addition, the operation of this activity will be in accordance with BUPERSINST 1710.11B, "Navy Recreation Program Operational Policies". All Recreation Center personnel will be trained in CPR, First Aid, and Blood Borne Pathogens. A Drivers License for vehicles up to 15 passenger vans is also required.
  - 6) **Regulatory Requirements.** The service provider shall provide for accurate inventory of hazardous materials (HAZMAT), ensure proper MSDS are available where HAZMAT is in use, shall provide for the disposal of HAZWASTE, assure that only the minimum HAZMAT is stored at the facility.
  - 7) **Equipment.** Examples of equipment and material needed in the Recreation Center are listed in Appendix G Equipment Inventory.
  - 8) **Special Events.** Special activity events or Command Support events may impact the operation of the Recreation Center. Refer to Figure C.5.23, Special Events List, for a listing of events that may affect the Recreation Center.
  - 9) **Fees and Charges.** A listing of all fees and charges for Recreation Center programs and services are shown in Appendix B Programs/Services Schedule of Fees and Charges. Exceptions must be approved by the COR
- b. **Skills Classes.** Specific requirements of Skills Classes offered during operating hours include, but are not limited to:
- Ensure classes are offered in a variety of subjects based on a needs assessment (conducted at least annually).
  - Solicit and negotiate service contracts for qualified instructors and coordinate facility space to accommodate a variety of special interest groups to include judo, karate, cooking, cake decorating, dog obedience classes, dancing, etc.
  - Schedule assistance and/or sponsorship to special interest groups, e.g., bike club, square dance club.

- Operate a cash register. Receive and account for funds collected.
- 1) **Hours of Operation.** Skill Classes should be held during the Recreation Center's operating hours, according to a published schedule.
  - 2) **Patrons.** - Skill Classes are open to active duty military personnel and other personnel approved by the base CO. Appendix C Historical Workload shows the historical utilization of skill classes.
  - 3) **Personnel.** Provide personnel knowledgeable and capable of offering instruction and assistance, and to supervise proper and safe and proper use of the equipment.
  - 4) **Specific Certifications, Licenses, Training.** The service provider must follow all federal, state, and local requirements for certifications and licenses. In addition, the operation of this activity will be in accordance with BUPERSINST 1710.11B, "Navy Recreation Program Operational Policies".
  - 5) **Regulatory Requirements.** The service provider shall provide for accurate inventory of hazardous materials (HAZMAT), ensure proper MSDS are available where HAZMAT is in use, shall provide for the disposal of HAZWASTE, assure that only the minimum HAZMAT is stored at the facility.
  - 6) **Equipment.** Examples of equipment and material needed for the Skills Classes are listed in Appendix G Equipment Inventory.
  - 7) **Special Events.** Special activity events or Command Support events may impact the operation of the Recreation Center and the Skills Classes, see Figure C.5.23 Special Events listing of events that affect the Recreation Center.
  - 8) **Fees and Charges.** A listing of all fees and charges for Recreation Center Skills Classes are shown in Appendix B Programs/Services Schedule of Fees and Charges. Exceptions must be approved by the COR.

### **C.5.6 Recreation Rooms**

Recreation Rooms are defined as areas not located within an MWR facility where MWR owned table tennis tables, billiard tables, card tables and special events are available. They provide a variety of indoor activities that have a direct correlation to quality of life enhancement within the Navy community. The recreation rooms included in this contract are **[NT1]**. Recreation Rooms provide meeting places that are readily accessible to military personnel for the purpose of socializing, watching TV, using a computer, playing games and/or simply relaxing in a “non-alcohol” leisure environment.

#### **a. General Information**

- 1) **Specific Services.** Specific services required to be performed during operating hours include, but are not limited to:
  - Provide and maintain table tennis/billiard tables and provide accessories
  - Maintain and ensure that other equipment and supplies are available
  - Maintain and clean the Recreation Room daily or more often if needed
- 2) **Patrons.** The Recreation Room is intended to be used primarily by active duty military personnel.
- 3) **Personnel.** While Recreation Rooms are not normally staffed by employees of the service provider, diligent communication and cooperation must be maintained with primary occupant of the building. This is necessary to ensure that patrons are supervised and that problems are reported to the service provider. The service provider's personnel must be knowledgeable about the use and functionality of all equipment in the Recreation Rooms and be capable of offering instructions/assistance, and the proper and safe use of the equipment.
- 4) **Specific Certifications, Licenses, Training.** The service provider must follow all federal, state, and local requirements for certifications and licenses. In addition, the operation of this program/service will be in accordance with BUPERSINST 1710.11B, “Navy Recreation Program

Operational Policies. Personnel must be able to perform maintenance as required.

- 5) **Equipment.** All equipment used in the Recreation Room(s) is listed in Appendix G[NT2], Equipment Inventory.
- 6) **Special Events.** Special program/service events or Command Support events may affect the operation of the Recreation Rooms. Refer to Figure C5.23.1, Special Events List. During special events, the service provider will provide personnel to rearrange the facility for use during the event, and then rearrange the facilities for normal recreational use. During any special events, programs and classes may be rescheduled, to avoid cancellation.

**Page: 1**

**[NT1]** Please insert the list of Recreation Rooms covered in this PWS.

**Page: 2**

**[NT2]** This appendix will include an inventory of equipment which will be provided to the service provider.

**C.5.7 Fleet Recreation Program**

The Fleet Recreation program provides a variety of recreation activities at various times to increase the morale, encourage esprit de corps and provide a sense of camaraderie amongst sailors that are attached to homeport submarines and ships. Examples of these events are picnics, sports, parties, contest, intra-ship, carnivals, sporting events, and holiday celebration. The service provider shall operate and maintain Fleet Recreation centers, an area to be utilized for passive activities such as board games, cards, intellectual chess, listening to music or relaxing.

**a. General Information**

- 1) **Patrons.** The patrons of the Fleet Recreation Program/service are active duty military, reservist, and their dependents.
- 2) **Personnel.** The service provider's personnel must be knowledgeable and experienced in recreation/physical education or a related field with two years paid experience in the recreation field. Personnel must be at least 21 years in age.
- 3) **Specific Certification Licenses, Training.** The service provider's personnel must follow all federal, state, and local requirements for certifications and license programs. The service provider's personnel must have Bachelor of Science or Arts degree in recreation/physical education or a related field with two years paid experience in the recreation field. In addition, the operation of this Program/service will be in accordance with BUPERSINST 1710.11B, "Navy Recreation Program Operational Policies".
- 4) **Regulatory Requirements.** The service provider shall maintain the program area in accordance with the federal, state, city and recreation policies and guidelines.
- 5) **Equipment.** The service provider maintains all specialized equipment.
- 6) **Specific Reporting Requirements.** Service provider shall provide patron service cards for comments.
- 7) **Special Events.** Special program/service events or Command Support event may influence the operation of the Fleet Recreation Program. During special events, the service provider will provide personnel to assist in the preparation, such as set up and breakdown of arrangement used (tables, chairs, tents etc.). During special events, programs and classes will be reschedule to avoid cancellation.

**C.5.8. Single Sailor Program.****a. General Information**

- 1) **Specific Services.** Specific services required to be performed for the Single Sailor Program include, but are not limited to:
  - Provide programs of information and activities to BEQ residents.
  - Public events for Single Sailor Program.
  - Coordinate Single Sailor Program events with other MWR programs/services (Swimming Pool, I.T.T., etc).
  - Provide high-energy type activities for patrons (mountain biking, hiking, rock climbing).
- 2) **Patrons.** The Single Sailor Program activities are open specifically to active duty military personnel and reservists on active service, primarily in the 18-25-age bracket. Appendix C, [NT1]Historical Workload, shows the utilization for the Single Sailor Program.
- 3) **Personnel.** The service provider shall provide personnel knowledgeable personnel who are capable of offering instruction and assistance. They must also be capable to supervise proper and safe use of the equipment.
- 4) **Specific Certifications, Licenses, Training.** The service provider must follow all federal, state, and local requirements for certifications and licenses. In addition, the operation of this program will be in accordance with BUPERSINST 1710.11B, "Navy Recreation Program Operational Policies". All Single Sailor personnel will be trained in CPR, First Aid, and Blood Borne Pathogens. A driver's license for vehicles up to 15 passenger vans is also required.
- 5) **Regulatory Requirements.** The service provider shall provide for accurate inventory of hazardous materials (HAZMAT), ensure proper MSDS are available where HAZMAT is in use, shall provide for the disposal of HAZWASTE, assure that only the minimum HAZMAT is stored at the facility.
- 6) **Special Events.** - Special program events or Command Support events may affect the operation of the Single Sailor Program. Refer to Figure C.5.23.1, Single Sailor Events, for a listing. During any special events, Single Sailor events and classes will have to be rescheduled, to avoid cancellation.
- 7) **Fees and Charges.** Fees and charges for Single Sailor events determined by the cost of the event.

**Page: 1**

**[NT1]** List the programs/services that are provided at your activity.



**C.5.9 Library Program**

Libraries are an integral part of the Navy's Quality of Life (QOL) program. The general library program is an essential element in the recreational, educational, informational, communication and professional efforts and needs of the Navy library patron. Libraries provide a collection of freely available unbiased print and non-print materials for support of professional military and voluntary educational interests, and the leisure time entertainment of both adults and children. Libraries also provide accompanying services specifically attuned to Navy goals and programs. The Library Program is authorized full funding from appropriated funds. Limited MWR NAF support for the Library Program may supplement procurement of print and non-print library materials, e.g., books and audio/video materials.

a. **Library Services.** The service provider shall manage the base library and provide library services to patrons **[NT1]** as described below.

- Provide a full book circulation service according to standards provided by the base commander's instruction. For example: "Patrons with a base library card are authorized to check out a maximum of six books for a two-week period, with two additional renewal periods available if needed."
- Issue library cards to authorized patrons.
- Prepare a collection development plan that identifies patron groups and defines how the library will select, prioritize needs and expenditures, acquire, and remove materials.
- Review and update the collection development policy annually. Determine collection needs and review, select and obtain materials **[NT2]**.
- Provide and maintain professional military reading list titles and all core collections prescribed by the Naval General Library program during the course of this contract.
- Provide in-depth and ready reference services. Schedule professional staff to provide patrons with daily access to reference assistance.
- Assist patrons with manual and electronic search strategies, help them evaluate information resources, and learn to retrieve information.
- Provide patrons (and other libraries upon request) with interlibrary loan services following rules and procedures established by federal and public sector libraries and the American Library Association.
- Collect fines for overdue material according to the fee structure authorized by the Commanding Officer **[NT3]**
- Collect an acceptable replacement or cash reimbursement for all government owned materials that are not returned or are lost, damaged or destroyed by customers.
- Install security system detectors in all reference and circulating materials and at random in periodicals to minimize loss.
- Provide activities and publicity specifically related to national holidays and to

library, military, and cultural interests, e.g. National Library Week, Armed Forces Day, Black History Month, and Women's History Month.

- Provide special interest displays, programs and events throughout the year. Examples include: featured authors, holiday displays, displays commemorating special events in history, seasonal and promotional reading programs, study groups and book sales.
- Assist families with their home-schooling responsibilities by acquiring relevant research and supporting materials.
- Implement the activity's approved schedule of library events, which may include, but is not limited to, orientation briefings, open houses, author readings, book discussion groups, summer reading programs, story hours, and library tours. A minimum of programs **[NT4]** shall be provided every twelve months.
- Maintain current membership in local and military library consortia.
- Establish and manage reserve collections and "kept at desk" items when requested by on-base voluntary education program instructors and command staff and department heads.
- Cooperate with Friends of the Library or other library advocacy groups authorized by the command.
- Develop user feedback surveys to determine the adequacy of the collection for patrons' requirements and their satisfaction with other library services.
- Make free materials approved for dissemination by the government, e.g. command event flyers, federal and state income tax forms, available to patrons.
- Provide a general brochure for patrons which can be used in the command's Welcome Aboard package, and which describes the library's location, hours of operation, collection of library materials and library services. Prepare specialized brochures about collections and services for specific programs, e.g. off-duty education, mission support, professional military reading.
- Provide formal and informal instruction in the use of print and electronic library materials, equipment, and services to groups, classes, and individuals. Prepare and schedule classes on a regular basis to meet patron demand for automation training.
- Develop and provide patrons current instructional user aids for CD-ROM, Internet, database search engines and strategies, Online Public Access Catalog, fax, photocopy, and other information access services available in the library.
- Ensure library staff is trained in contemporary library management science.
- Administer the use and accessibility of all other such available library services and programs not defined above, to include use of meeting/conference rooms, music/computer/audio visual rooms, materials and equipment, etc.

- Provide input for formulation of the annual budget and track budget execution monthly.
  - Attend various committee meetings/special interest group meetings inside, outside the department, provide input, and support when requested.
  - Represent the command at consortia meetings, advise the command of developments having staffing or budget impact, and confer with designated government staff on new consortia programs.
  - For special department events and command sponsored events, provide staff, equipment, and programming support.
  - Provide state of the art hardware, software, network capability, Internet access, online database services, and telecommunications to support staff and patron automation services, operations and functions **[NT5]**.
  - Ensure hardware and computer systems meet applicable Naval General Library Program criteria and Navy's Information Technology (IT) 2000 or later standards, are compatible with command network platforms, and comply with command policies.
  - Provide for approval a policy statement and parental consent form governing computer use by family members under 14.
  - Maintain computer systems integrity according to Navy computer security program standards. Install and run anti-virus software on all computers.
  - Keep current documentation for each network and workstation to include how the network is cabled, file server configuration, system and user log in scripts and menus, printer setup(s), each workstation's software and hardware profile, and location of hardware and software documentation and manuals.
- b. **Reports:** CNET establishes and promulgates such policies and requires such reports as needed for the successful management and administration of the library program and its resources.
- Maintain all data required for the General Library Report (CNET Report 5070-3) and other management needs; record and tally data daily, weekly, monthly and yearly as appropriate **[NT6]**.
  - Comply with Privacy Act and Freedom of Information Act regulations for information contained in circulation files and customer records.
- c. **GFE:** Library facility, equipment, furniture, binding and supplies, library materials (circulating hardcover and paperback books, non-circulating references, periodicals and multi-media).
- d. **Directives, References, Etc.** The Service provider shall provide library services in accordance with SECNAVINST 5070.3A "Naval Service General Library Program which establishes basic policies and assigns responsibilities for the administration and support of a general library and information services program in the Navy. For more information, refer to NAVEDTRA Manual 38021 and the Navy Morale, Welfare and Recreation Core Program Handbook [enclosure (1) of BUPERS letter 1710 Ser 651/00981 of 18 June

1993].

The following sources and documents were reviewed and used as a basis for developing the current standards for the Navy program:

- 1) AF Regulation 915.15 - Morale, Welfare and Recreation (MWR), Air Force Library and Information System (AFLIS). This regulation describes the Air Force Library program, to include explanation of the organization, administrative policies and operational standards.
- 2) Department of the Air Force Design Guide for General Libraries. The publication prescribes specific spaces and other facility requirements for Air Force libraries.
- 3) ARMY Regulation 215-2 - The Management and Operation of Army MWR Programs and NAFIs. Sections 6-125 through 6-137 of chapter 5 prescribes policies, standards, and procedures for management of libraries, library systems, and networks operated as activities of the Army Morale Support Activity (MSA) program.
- 4) Department of the Army Design Guide for Libraries - This document describes the basic objectives of the Army library program, collection and facility standards and facility/space criteria.
- 5) General Specifications for Ships of the United States Navy - NAVSEA 59AA0-AA-SPN-010/GEN SPEC - This Department of the Navy document contains the requirements for equipping leisure and community spaces aboard ships, to include the library spaces. It discusses collection requirements, space and facility criteria, and equipment standards.
- 6) Naval General Library Manual NAVEDTRA 38021 - This manual is the Navy-wide authority for the administration and operation of the General Library Program aboard each ship and station. It promulgates required policies, procedures, standards and other criteria related to the Navy General Libraries.
- 7) AMERICAN 2000 SOURCEBOOK - This publication contains the education strategy released by President Bush in April 1991.
- 8) Library Systems Analysis Guidelines - This book aims primarily to provide guidelines for library administrators and library systems analysts in evaluating existing operating systems and in designing new and improved ones.
- 9) The Measurement and Evaluation of Library Services - This text is a definitive survey and synthesis of the major approaches to the evaluation of library services.
- 10) Practical Administration of Public Libraries - This book outlines library management principles and the practical application of library standards in the delivery of services.
- 11) The How-To-Do-It Manual for Small Libraries - This text discusses the national standards and criteria for the measurement of small libraries, as prescribed by the American Library Association. It further discusses the standards that should be utilized to evaluate the condition of services, to develop planning goals and objectives, and to translate the results into fusible data, as it pertains to the population served.

Commanding officers issue local library directives and require such reports of library activities as deemed appropriate to insure the best use of library facilities, materials, services, and resources. Local directives for each command will differ due to unique local conditions and circumstances.

- e. **Standards:** Library standards and criteria are developed as measurements to appraise and evaluate library services, collections, and programs. Professional standards assist activities to assess the operational readiness of the program and to upgrade, improve and maintain the overall information services provided through general libraries. Standards are also used as management planning and administrative guides.

All quantitative standards supplement qualitative professional evaluations of library personnel, collections, and user services. In most cases, the standards listed herein and in NAVEDTRA Manual 38021 provide the "minimums" required for services and for an essential base on which to build. Note however, it is recognized that these standards may not be consistent and fully applicable for all unique circumstances and are provided as a measurement, not an absolute requirement.

The library collection standards are as follows:

- 1) Information and library materials, regardless of format, content, or price are an integral part of any library collection. Navy general library collections should include popular and leisure-time materials for adults and children, as well as, materials to support organizational mission requirements, professional military and voluntary education programs. Collections should also be suited to and satisfy the needs of specific populations served. They will vary in format, reading levels, and subject scope and depth due to the differences in activity locations, mission, special skills of assigned personnel, and patron interests. Other collection considerations are the need to serve dependents and retirees, the kinds of educational programs available, the accessibility of the community library and information resources, and resource sharing opportunities internal and external to the Navy and DOD. These items include:
- 2) Books (adult, young adult, and children's) - General Interest (fiction and non-fiction) and reference books in hardback and paperback format.
- 3) Magazines and newspapers (local, regional, national) -Magazine collections should include, but are not limited to, journals of professionally related naval and military subjects, international relations, automotive technology, consumer affairs, minority issues and affairs, family and lifestyles, hobbies and popular general interest. Newspaper collections should include those produced with local, state/regional, national, and in overseas environments, international application. These may be daily, weekly, and/or Sunday editions, subject to local conditions; may also include specialty newspapers e.g. Navy Times, and those published in major fleet concentration areas.
- 4) Maps - To include local, state, regional, and world area maps for purposes of travel and informational interests. May also include specific collections of maps of geographic areas having naval and military installations.
- 5) Microforms - Primarily fiche and film products for back-files of magazines, newspapers and for retrospective and current information services.
- 6) Microcomputer software - Public domain and standard packages such as word

processing, spreadsheet, graphics, and data base software.

- 7) Database - On-line and CD ROM products and resources of a reference and informational nature, such as directories, periodicals, encyclopedias, handbooks, etc.
- 8) Audio/Visual - Musical and spoken (books, foreign languages, speeches, poetry, etc.) selections in record, tape, cassette, and/or compact disc format. Also recreational, informational and educational presentations in video tape format.
- 9) Vertical Files - Pamphlets, articles, brochures, clippings, etc., as to provide materials on new and esoteric subjects not yet available in more conventional printed sources and on items of long term, local interest.
- 10) Navy Installation Information Files - Collections of general information and materials related to naval activities/installations worldwide.
- 11) Loose-leaf Services - Commercial services which compile information and data from a myriad of sources into specialized information products such as investment services, current events and subject-specific topics, e.g. drug abuse, environmental issues, physical abuse, nutrition and fitness, etc.
- 12) Government Documents - This includes local, state and federal government publications, e.g. the Congressional Record and the Federal Register, etc.
- 13) Children's' and Young Adult Specialty Collections - Books, magazines, audio and video materials attuned to the interests, reading, viewing and comprehension levels of minors.

Generally, library collections are tailored for the needs of the command, the number of people served, the mission, and geographical location or area of operation. Collection size may be restricted by the availability of space. The Naval General Library Manual, NAVEDTRA 38021, has specific collection standards for various types and sizes of libraries. For the purpose of developing general sizing and scoping criteria, the following is provided as a general guide for library collection composition.

- At least 60% of the collection should be non-fiction.
- Shore commands should use rental/lease collections to meet temporary/short-term demand for multiple copies of high interest books, and for books of a popular, ephemeral nature.
- The annual accession rate is generally 8-10% of the existing collection. This includes new publications and replacement of worn and superseded materials.
- Collections should include indices and bibliographies to locate and access materials in the collection and at other libraries such as Readers Guide to Periodical Literature, Navy Union List of Serials, etc.

- f. **Regional and National Automated Networks and Consortia.** Where library resources are generally limited in the Navy environment, so too are they limited in the public sector; whether it be in municipal libraries, or college/university libraries, resources drive what we

provide in the library. However, through the use of automated networking, member libraries can share the cost of providing maximum accessibility to their patrons.

- g. **Inter-library Loan and Acquisition Programs.** Inter-library loan and acquisition programs are being developed through the establishment of national, regional, and statewide networks. These make the collections of various libraries more accessible eliminating needless duplication of resources. As an end result, use of inter-library loans should be performed as an active, bi-directional exchange program that includes:
- Loan materials to other federal and civilian libraries to encourage resource sharing and to improve community relations.
  - Borrow materials not required as a permanent part of the collection to conserve funds.
- h. **Resource Sharing.** This concept revolves around the library being a coordination and maintenance point for information services. The library budget should not be relied upon solely to provide all materials, but should coordinate with other branches, divisions and departments to have materials purchased out of other budgets, e.g., the auto hobby shop budget would include purchase of various auto related magazines, technical manuals, etc., and would be maintained at the library for use by all eligible patrons.
- i. **Cooperative Programming.** In addition to those programs that promote library resources, Navy librarians should actively pursue cooperative programming efforts with other MWR and base activities. These would include joint programs with the youth center, hobby shops, child development center, clubs, etc. Cooperative efforts with educational, cultural and historical agencies, both on and off base, should ultimately enhance the overall library program.
- j. **Control of Library Material.** The control of library materials can be divided into three distinct phases: addition to the existing inventory, circulation, and removal from inventory.
- 1) **Addition to Existing Inventory.** All materials in naval general library collections are property of the U.S. Government, regardless of source or value. Mass market paperback books are not normally processed into cataloged inventory. However, such books and other materials of the sort remain federal property and should be stamped with the library property stamp.  
  
Library books are not plant account property nor are they entered on lists of minor property in use.
  - 2) **Circulation.** This includes all operations, records, and rules for the loan and return of library materials, whether within the library or out through interlibrary loan programs. Library patron files are maintained as approved files under the privacy act. Information in the files shall be used strictly in accordance with the provisions of the privacy act. Loans of materials to dependents shall be made in the name of their sponsor.
  - 3) **Removal from Inventory.** Library materials are a significant cost item. Losses in inventory should be held to a minimum. Losses to inventory in shore libraries, other than through planned reductions, more than 2 percent per year should result in internal review and investigative actions.

Page: 1

**[NT1]** Patrons: The current and projected user population served by the library program (fleet concentration areas, family housing areas, retiree populations, geographic factors, enlisted/officer populations, etc.) consists of patrons with potentially different library needs. The service provider should be made particularly aware of the range and scope of patrons most likely to avail themselves of their access to *this* library.

Page: 1

**[NT2]** Materials acquired with government funds remain the property of the government at termination of the contract.

Page: 1

**[NT3]** By public law, collected fines must be turned over to the Department of the Treasury. If the command authorizes the charging of fines, specify how collected fines are to be handled and turned in including the forms to be used and records to be maintained.

Page: 2

**[NT4]** If appropriate for the local situation, specify the number and/or variety of events required.

Page: 3

**[NT5]** Automation is a library information tool as are books, audio, video and other materials. This section should be included in all task lists regardless of the degree to which library services are currently automated.]

Page: 3

**[NT6]** Specify any locally required statistical or management reports and their frequency. Patrons: The current and projected user population served by the library program (fleet concentration areas, family housing areas, retiree populations, geographic factors, enlisted/officer populations, etc.) consists of patrons with potentially different library needs. The service provider should be made particularly aware of the range and scope of patrons most likely to avail themselves of their access to *this* library. Materials acquired with government funds remain the property of the government at termination of the contract. By public law, collected fines must be turned over to the Department of the Treasury. If the command authorizes the charging of fines, specify how collected fines are to be handled and turned in including the forms to be used and records to be maintained. If appropriate for the local situation, specify the number and/or variety of events required. Automation is a library information tool as are books, audio, video and other materials. This section should be included in all task lists regardless of the degree to which library services are currently automated.]. Specify any locally required statistical or management reports and their frequency.



**C.5.10. Swimming Pools**

The swimming pools at this command provide aquatic programs and services for both recreational swimming and for military readiness swimming. Recreational swimming is targeted at both active duty personnel and other authorized patrons while military readiness swimming is targeted at active duty personnel only. In recreational swimming and related activities, the programs and services offered include aquatic classes, competitive swimming events, open recreational swim and special events. Military readiness swimming is offered in support of official military programs and training as well as the command physical readiness program. Services offered include military lap swimming, water survival training and military swim qualification testing.

**a. General Information**

- 1) Specific services and tasks required at the swimming pools include but are not limited to:
  - The pool deck area shall be swept, hosed down, and all trash receptacles emptied prior to the opening of the pool each day of operation.
  - Qualified lifeguards shall be on duty at the pool during all times that the pool is open in the following numbers: two lifeguards for 0-50 patrons and 1 lifeguard for each 25 additional patrons. Lifeguards shall be mature individuals who can exercise effective control over a group of people. Lifeguards shall present a neat, clean, and presentable appearance. Lifeguards' primary duty is to safeguard the lives of persons utilizing the pool through close observance of all activities in and around the pool area, and rescuing swimmers and administering first aid/CPR. Additional duties of the lifeguards include:
    - Assisting to maintain the pool area clean and free of any hazards to personnel.
    - Maintaining daily logs and records.
    - Other duties as required for the safe and efficient operation of the pool complex.
- 2) **Requirements.** The overall aquatics program shall be effectively managed which includes, but is not limited to, the following requirements:
  - Ensuring that all maintenance work as identified in Section C3.3 is accomplished. The service provider is required to provide year round facility maintenance/upkeep, water chemical testing and treatment, ensuring that proper water temperature is maintained, pool vacuuming and inspection of the water filtration system to include component replacement as required. Responsibility also includes maintenance of facility equipment (e.g. stands, boards, ropes, safety gear, floats, etc.), and locker room cleanliness in accordance with all applicable health standards.
  - Ensuring that all rules and regulations pertaining to the pool area are posted and observed.
  - Taking registration from customers for participation in scheduled classes.

- Communicating and coordinating with off base groups such as the American Red Cross and other groups to establish and perform special events, swimming competitions, and other programs as may be required.
  - Establishing other programs as may be deemed appropriate.
  - Promoting all aquatic programs to provide the highest level of patron service to all who use the pool facility, with special emphasis on programs designed to support active duty military personnel assigned to **[NT1]** and its tenant commands. The service provider shall take an active role in motivating interested groups of active duty personnel and their family members to participate in water sports programs.
  - The service provider's staff shall at all times include a minimum of one person possessing a current American Red Cross certification of Water Safety Instruction. Any person giving instruction shall possess the American Red Cross certification of Water Safety Instruction. At a minimum, the following instructional Swimming classes shall be conducted annually: Beginner; Advanced Beginner; Intermediate; Swimmer; Advanced Swimmer.
  - Ensuring that the command established minimum number of family swim hours, lap swim hours, aerobics classes and other courses/classes are offered.
- 3) **Patrons.** Swimming Pool programs and services are open to active duty military personnel, reservists, family members, retirees and authorized civilians. Appendix C, Historical Workload, **[NT2]** shows the utilization of aquatic programs and service's.
- 4) **Personnel.** The service provider shall employ personnel who are knowledgeable and capable of offering instruction/assistance and to supervise proper and safe use of the equipment.
- 5) **Specific Certifications, Licenses, Training.** The service provider must follow all federal, state, and local requirements for certifications and licenses. In addition, the operation of this program/service will be in accordance with BUPERSINST 1710.11B, "Navy Recreation Program Operational Policies". All swimming pool lifeguards will be trained in CPR, First Aid, and Blood Borne Pathogens. All lifeguards will have current American Red Cross lifeguard certification (or equivalent). Scuba Instructors must have current Instructor certification. The Service provider is required to have at least one Certified Pool Operator (CPO) or Aquatics Facility Operator (APO) on staff.
- 6) **Regulatory Requirements.** The service provider shall provide for accurate inventory of hazardous materials (HAZMAT), ensure proper MSDS are available where HAZMAT is in use, shall provide for the disposal of HAZWASTE, assure that only the minimum HAZMAT is stored at the facility. Daily water testing will be done to ensure that pool water meets health and safety standards.
- 7) **Equipment.** All filtration and chlorinating equipment is to be maintained by the service provider. All equipment and material used in the Swimming Pool facility is listed in Appendix G, Equipment Inventory.

- 8) **Special Events.** Special program/service events or Command Support events may affect the operation of the swimming pools. During special events, the service provider will provide personnel to rearrange the facility for use during the event, and then rearrange the facilities for normal recreational use. During any special events, sports programs and classes may have to be rescheduled, to avoid cancellation.
- 9) **Fees and Charges.** Swimming pool fees and charges are shown in Appendix. B, Programs/Services Schedule of Fees and Charges.

**[NT1]** Insert Base name here

**[NT2]** This exhibit will contain charts, table, or matrixes of the past year's utilization data of the Swimming Pool.

**C.5.11 Beaches and Lakes.**

The beaches and lakes at this command provide Navy personnel and their families an opportunity to enjoy themselves outdoors in a safe, clean environment. The beach and lake areas are available for use during the day for swimming, sun bathing, fishing, boating, etc.

- a. **Beach Services.** Specific services required to be performed at the Beaches during operating hours include, but are not limited to:
  - Patrolling the beach front area to ensure area is free of debris
  - Maintain and ensure adjacent rest rooms are clean.
  - Maintain canopies, barbecue facilities are clean and in working condition.
  - Maintain and clean playground area.
  - Patrol the beach shore(s) and perform lifeguard rescue operations and administer first aid to patrons.
  - Perform maintenance on rescue operational mobile unit's trucks, wave runners, PA system, and two-way radios.
  - Maintenance of canopies and barbecue facilities.
- b. **Lake Services.** Specific services required to be performed at the lakes during operating hours include, but are not limited to:
  - The service provider shall operate and maintain facilities, structures and equipment around the Lake(s) such as barbecue facilities, docks, canopies, restroom facilities, playground equipment, paddle boats, fishing boats, canoes, hiking trail, fishing rods, reels and other equipment.
  - The service provider shall operate and maintain items such as fishing bait and other equipment for purchase by the patron. The service provider shall provide lifeguards and training in swimming, boating and fishing.
  - Qualified lifeguards shall be on duty at all times while the lake is open in the following numbers: two lifeguards for 0-50 patrons and 1 lifeguard for each 25 additional patrons. Lifeguards shall be mature individuals who can exercise effective control over a group of people. Lifeguards shall present a neat, clean, and presentable appearance. Lifeguards' primary duty is to safeguard the lives of persons utilizing the lake through close observance of all activities in and around the lake area, and rescuing swimmers and administering first aid/CPR. Additional duties of the lifeguards include:
    - Assisting to maintain the lake area clean and free of any hazards to personnel.
    - Ensure that appropriate lifeguard to patron ratios are maintained in accordance with local swim instruction.
    - Maintaining daily logs and records.

- Other duties as required for the safe and efficient operation of the lake and surrounding area.
- 1) **Hours of Operation.** Appendix E, Hours of Operation, provides the current hours of operation for the beaches and lakes. The beaches are open 365 days per year while the lakes have specific timeframes.
  - 2) **Patrons.** The patrons of the Beaches and Lakes are active duty military, reservist, retired military, and their dependents, and DOD Civilians attached to the base.
  - 3) **Personnel.** The service provider's personnel must be lifeguard certified with thirty-six hours of American Red Cross lifeguard certification program and must be experts in rescue operations. The service provider's personnel shall be present to provide rescue operation during the hours set forth. Personnel must also be trained and certified in Surf Beach training, medical, rescue boat and emergency vehicle operations, if applicable.
  - 4) **Specific Certification Licenses, Training.** The service provider's personnel must be certified and follow federal, state, and the local lifeguard certification and license program. In addition, the operation of this program will be in accordance with BUPERSINST 1710.11B, "Navy Recreation Program Operational Policies". All beach personnel must trained and possess certificates in Surf Beach (80 hours), medical training (40 hours), and rescue boat (24 hours) and of emergency vehicle (40 hours) training.
  - 5) **Regulatory Requirements.** The service provider shall sanitize and maintain the beaches and lakes in accordance with the federal, state and city parks and recreation policies and guidelines.
  - 6) **Equipment.** The service provider shall maintain and provide rescue operational mobile rescue unit trucks, wave runners, PA system, and two-way radios. The service provider shall issue and maintain equipment in ready to use condition, inspect after each use and track to ensure proper care. In addition, the service provider shall implement a checkout procedure to insure patrons are accountable for return of equipment and damage that they may incur. Service provider shall have at least four displays in high visibility areas to advertise seasonal equipment.
  - 7) **Specific Reporting Requirements.** The service provider shall maintain Incident Reports of all accidents and rescues.
  - 8) **Special Events.** Special events may affect the operation of the Beaches and Lakes Program. Refer to Figure C.5.23.1 for Special Events listing. During special events, the service provider will provide personnel to assist in the preparation, such as set up and breakdown of tables, chairs, tents etc. During special events, programs and classes may be reschedule to avoid cancellation.
  - 9) **Fees and Charges.** Charges for Beaches and Lakes are provided in Appendix B, Programs/Services Schedule of Fees and Charges.

**C.5.12 Picnic/Park Areas.**

The service provider shall provide maintenance of canopies, barbecue facilities, playground equipment, softball field, volleyball, playground, and restroom facilities adjacent to the picnic and park area that is part of a naval installation.

**a. General Information**

- 1) Specific services required to be performed at the picnic and park area during operating hours include, but are not limited to:
  - Inventory and issue in ready to use condition and collecting government furnished equipment.
  - Maintain canopies, barbecue facilities are clean and in working condition.
  - Maintain and ensure adjacent rest rooms are clean.
  - Patrol the grounds to ensure area is clean of debris
- 2) **Patrons.** The picnic program patrons are active duty military, reservist, retired military, and their dependents, and DOD Civilians attached to the base.
- 3) **Personnel.** The service provider shall provide knowledgeable personnel capable of offering instructions, activities and assisting in all aspects of safety and the proper use of equipment available for rental.
- 4) **Specific Certification Licenses, Training.** All The service provider's personnel must be certified and follow federal, state, and local lifeguards certification and license program.
- 5) **Regulatory Requirements.** The service provider shall maintain the picnic and park area, in accordance with the federal, state and city parks, recreation policies, and guidelines. In addition, the operation of this program will be in accordance with BUPERSINST 1710.11B, "Navy Recreation Program Operational Policies".
- 6) **Equipment.** The service provider shall operate and maintain the barbecue facilities, playgrounds, and equipment for checkout, horseshoe areas, volleyball courts, baseball fields, fishing boats and other specified equipment. (Note: the playgrounds must meet the specifications of the consumer products safety commission and the American standard for testing material standard.
- 7) **Specific Reporting Requirements.** The service provider shall maintain Incident reports of all accidents.
- 8) **Special Events.** Special program events or Command Support event may affect the operation of the Picnic/Park Program. Refer to Figure C.5.23.1 for Special Events listing. During special events, the service provider will provide personnel to assist in the preparation, such as set up and breakdown of arrangement used (tables, chairs, tents etc.). During special events, programs and classes will be reschedule to avoid cancellation. Please check the Special Events List, Figure C5.23.1, for any special events that might impact the Picnic/Park services.
- 9) **Fees and Charges.** For the fees and charges for picnic and park areas, refer to Appendix B, Programs/Services Schedule of Fees and Charges.





**C.5.13 Campsite(s)[NT1]****a. General Information**

- 1) **Specific Services.** Specific services required to perform at the campsite(s) during operating hours include, but are not limited to:
  - Accept reservations and schedule the use of the campsite.
  - Operate and maintain the recreational vehicle (RV) parks/storage.
  - Maintain camper [NT2] pads with hookups.
  - Provide personnel knowledgeable and capable of offering instruction and assistance; supervise proper and safe use of campsite equipment.
  - Inventorying, issuing in ready to use condition, and collecting government furnished equipment.
  - Patrolling the grounds, lake or beach area to ensure campsite is clean of debris.
  - Maintain and ensure [NT3] adjacent rest rooms are clean.
  - Operate a cash register. Receive and account for funds collected for fees.
  - Deposit all revenue into a designated drop safe.
- 2) **Patrons.** The patrons of the Camp Site are active duty military, reservist, retired military, and their dependents, and DOD Civilians attached to the base.
- 3) **Personnel.** The service provider shall provide knowledgeable personnel capable of offering instructions, activities and assisting in all aspects of safety and proper use camp of facilities and recreational vehicle hookup to the pad.
- 4) **Specific Certifications, Licenses, Training[NT4].** The service provider must follow all federal, state, and local guidelines for the maintenance of campsites. In addition, the operation of this program/service will be in accordance with BUPERSINST 1710.11B, "Navy Recreation Program Operational Policies."
- 5) **Regulatory Requirements.** The service provider shall ensure MSDS are available where hazardous material (HAZMAT) is in use. The service provider

shall provide for the disposal of empty HAZMAT containers such as lighter fluid, cleaning fluid, etc.

- 6) **Equipment.** The service provider shall provide controls for issue of grills, fishing gear, canoes, recreational equipment such as baseball, volleyball, basketball gears, etc. The service provider shall issue and maintain equipment in ready to use condition for patron use.
- 7) **Special Events.** Special program/service events or Command Support event may impact the operation of the Campsite Program. Refer to Figure C.5.23.1 for Special Events listing. During special events, the service provider will provide personnel to assist in the preparation, such as set up and breakdown of arrangement used (tables, chairs, tents etc.). During special events, programs and classes will be rescheduled to avoid cancellation.

**Page: 1**

**[NT1]** If the campsite area has a lake, indicate the season and hours lifeguards will be available.

**Page: 1**

**[NT2]** Indicate number of camper pads

**Page: 1**

**[NT3]** Indicate number of rest rooms

**Page: 1**

**[NT4]** Add the following statement if the campsite has a lake or beach: Service provider personnel are certified and current in CPR and First Aid Training .

**C.5.14 Outdoor Recreation Program.**

The Outdoor Recreation Program provides Navy personnel and their families an opportunity to enjoy a variety of outdoors activities that have a direct correlation to enhancement of quality of life within the Navy community.

**a. General Information**

- 1) **Specific Services.** Specific services required to be performed during operating hours include, but are not limited to providing outdoor activity classes, instruction and advice in areas such as:

- Down hill and cross country skiing
- Snowboarding
- Canoeing
- Kayaking
- Rafting
- Climbing
- Backpacking
- Leave No Trace (backcountry ethics)
- Archery
- Skeet and trap shooting
- Biking
- Hiking
- Fishing
- Camping
- Recreation vehicle (RV) parks and storage, campers pad with hookups
- Barbecue facilities

- b. **Outdoor Recreation/Equipment Rental Program Service.** The Outdoor Recreation/Equipment Rental Program has specialty outdoor gear, including, but not limited to:

- Issuing Outdoor Recreation equipment such as:
  - Camping Equipment (tents, trailers, sleeping bags, etc.)
  - Sports Equipment (skis, snowboards, bicycles, skates, roller blades, wet suits, etc.)
  - Boating Equipment (canoes, kayaks, small power boats, motors, paddles, surfboards, etc.)
- Issuing equipment and tools that are not specifically related to outdoor recreation, such as:
  - Hand Tools (Hammer, saws, plumber snake, etc.)
  - Power Tools (Belt sander, electric drill, floor buffer, etc.)
  - Garden Tools (rakes, lawn mowers, wheel barrow, etc.)
  - Automotive Tools (floor jacks, battery charger, engine stand, etc.)
  - Dunk Tanks
  - Grills
  - Keg coolers
  - Rollaway beds
  - Folding chairs

- Maintaining and repairing equipment and tools
  - Purchasing new equipment and tools based on needs assessment.
  - Maintaining daily logs and records.
- 1) **Patrons.** Outdoor Recreation/Equipment Rental is open to active duty military personnel, reservists, retirees, dependents, and authorized civilians. The equipment is available on a first come- first served basis, with civilian use dependent upon availability. Appendix C, Historical Workload, **[NT1]** shows the activities utilization.
  - 2) **Personnel.** Provide personnel knowledgeable and capable of offering instruction and assistance, and to supervise proper and safe use of the equipment.
  - 3) **Specific Certifications, Licenses, Training.** The service provider must follow all federal, state, and local requirements for certifications and licenses. In addition, the operation of this program/service will be in accordance with BUPERSINST 1710.11B, "Navy Recreation Program Operational Policies. Maintenance workers for ski repair are required to have Ski Maintenance Certificate.
  - 4) **Regulatory Requirements.** The service provider shall provide for accurate inventory of hazardous materials (HAZMAT), ensure proper MSDS are available where HAZMAT is in use, shall provide for the disposal of HAZWASTE, assure that only the minimum HAZMAT is stored at the facility. Daily water testing will be done to ensure that all pools/lakes meet health and safety standards.
  - 5) **Equipment.** All equipment used in the Outdoor Recreation/Equipment Rental program is listed in Appendix **[NT2]** G, Equipment Inventory.
  - 6) **Special Events.** Special program/service events or Command Support events may impact the operation of the Outdoor Recreation/Equipment Rental Program/service. Refer to Figure C.5.23.1 for Special Events listing. The service provider will provide personnel to rearrange the facility for use during the event, and then rearrange the facilities for normal recreational use. During any special events, sports programs and classes will have to be re-scheduled, to avoid cancellation.

**Page: 2**

**[NT1]** This appendix will contain charts, table, or matrixes of the past year's utilization data of the Outdoor Recreation Equipment.

**Page: 2**

**[NT2]** This appendix will contain a listing of the equipment which will turned over to the service provider.

**C.5.15. Auto Skills Shop.**

The Auto Skills Shop, (commonly referred to as the Auto Hobby Shop), provides indoor space where patrons exercise self-help in the repair and maintenance of privately owned vehicles. The facility includes stall rental, both high and low vehicle lifts, equipment issue/rental, a car washing stall and a small retail operation associated with the operation of the Auto Skills Center. The type of minor repairs and maintenance work conducted by the patrons of the shop include; oil change, lubrication, tire changing, brake adjustments, hose and belt replacement, engine/transmission re-building, etc.

**a. General Information**

The service provider shall operate the Auto Skills Shop in such a manner that promotes patron satisfaction with the availability of a place with the needed equipment and service to enable them to maintain quality vehicle care. The Auto Skills Shop provides office, tool storage and issue, tune-up bays, paint booth, engine pull and re-build, body and engine work bays, and grease racks, working tables, vises, and hydraulic floor jacks.

- The service provider shall provide instructions for the safe and most efficient method(s) of maintaining or repairing a variety of vehicles.
  - The service provider shall provide recommendations and guidance to solve chronic mechanical problems.
  - The service provider shall provide a complete reference library of repair manuals such as Mitchell. The manuals will be current and will be updated annually. They may be provided in book form or may be on CD ROM.
  - The service provider shall instruct the patrons on safety and the operation of automotive machines, such as vehicle lifts
  - The service provider will provide services such as; tire-changing, tire balancing with computerized spin balancing of tires, brake lathes, strut compressing device, etc.
  - The service provider shall conduct patron classes in basic and specific automotive engine repairs and preventive maintenance techniques.
  - The service provider shall prepare and enforce a standard operating procedure for the operations of the Auto Hobby Shop.
- 1) **Patrons.** The patrons of the Auto Skills Shop are active duty military, reservist, retired military, and their dependents, and DOD Civilians attached to the base. Appendix C: Historical Workload shows the program/service's utilization.
  - 2) **Personnel.** The service provider shall monitor oil storage tank, antifreeze storage tank and parts washers for compliance with environmental regulations. The service provider shall provide staff and patron training in all regulatory aspects of HAZMAT

and HAZWASTE. The service provider shall provide knowledgeable personnel capable of offering instruction and assisting in the maintenance and repair of motor vehicles. The Service provider personnel shall be present during all hours of operation. The service provider will provide a qualified operator for the engine analyzer and provide this service to the patrons.

- 3) **Specific Certifications, Licenses, Training.** The service provider must follow all federal, state, and local requirements for certifications and licenses. In addition, the operation of this program/service will be in accordance with BUPERSINST 1710.11B, "Navy Recreation Program Operational Policies". All Auto Skills Shop personnel will be trained in CPR, First Aid, and Blood Borne Pathogens.
- 4) **Regulatory Requirements.** The service provider shall provide for accurate inventory of hazardous materials (HAZMAT), ensure proper MSDS are available where HAZMAT is in use, shall provide for the disposal of HAZWASTE, assure that only the minimum HAZMAT is stored at the facility.
- 5) **Equipment.** All equipment and material used in the Auto Skills Shop operations are listed in Appendix G, Equipment Inventory.
- 6) **Special Events.** Special program/service events or Command Support events may impact the operation of the Auto Skills Shop. Refer to Figure C.5.23.1 for Special Events listing.

### Car Wash[NT1].

The service provider shall operate a Car Wash stall to be used for Privately Owned Vehicles (POV) and Recreational Vehicles of authorized patrons. The Car Wash Facility operation will include the following requirements:

- Provide Hand Car Wash Facility with hoses, and drainage[NT2].
  - Provide Vehicle Interior Vacuum Station.
  - Keep Car Wash area clean and free of debris.
- 1) **Patrons.** The patrons of the Car Wash are active duty military, reservist, retired military, and their dependents, and DOD Civilians attached to the base. Appendix C[NT3], Historical Workload, shows the program/service's utilization.
  - 2) **Personnel.** The service provider shall provide staff and patron training in all regulatory aspects of HAZMAT and HAZWASTE. The Service provider personnel shall be present during all hours of operation.
  - 3) **Specific Certifications, Licenses, Training.** The service provider must follow all federal, state, and local requirements for certifications and licenses. In addition, the operation of this program/service will be in accordance with BUPERSINST 1710.11B,



"Navy Recreation Program Operational Policies". All Car Wash personnel will be trained in CPR, First Aid, and Blood Borne Pathogens.

- 4) **Regulatory Requirements.** The service provider shall provide for accurate inventory of hazardous materials (HAZMAT), ensure proper MSDS are available where HAZMAT is in use, shall provide for the disposal of HAZWASTE, assure that only the minimum HAZMAT is stored at the facility.
- 5) **Equipment.** All equipment and material used in the Car Wash Facility operations are listed in Appendix G[NT4], Equipment Inventory.
- 6) **Special Events.** Special program/service events or Command Support events may impact the operation of the Car Wash Facility. Refer to Figure C.5.23.1 for Special Events listing

**Page: 2**

**[NT1]** This program may not be part of all MWRs, if your base does not have this program, delete this section.

**Page: 2**

**[NT2]** Car Wash Facilities may vary (if they exist) from site to site, select the option your site offers.

**Page: 2**

**[NT3]** Insert Appendix Number that contains information concerning program utilization.

**Page: 3**

**[NT4]** Insert Appendix Number that contains information concerning equipment inventory.

**C.5.16. Vehicle Storage**

Vehicle Storage is a service that is provided for authorized patrons primarily for long term storage of privately owned vehicles for a fee while the owner is out of the area for extended periods of time.

**a. General Information.**

The service provider shall operate a storage area for the Privately Owned Vehicles (POV) and Recreational Vehicles of the authorized patrons. The Storage Area operation will include the following requirements:

- Provide secure area for POVs belonging to deployed active duty personnel.
  - Provide Return Detailing Service for patrons returning from deployment. Services to include car wash, oil change and delivery to pier area.
  - Provide parking areas for recreational vehicles such as, boats, house and camping trailers, motor homes, and other vehicles that can not be parked in Family Housing Areas.
  - Maintain Storage area security and access.
  - Keep Storage area clean and free of debris.
- 1) **Hours of Operation.** The POV Storage Area's scheduled hours of operation are represented in Appendix E, Programs/Services Hours of Operation[NT1].
  - 2) **Patrons.** The patrons of the POV Storage Area are active duty military, reservist, retired military, and their dependents, and DOD Civilians attached to the base. Appendix C, Historical Workload, shows the program/service's utilization.
  - 3) **Personnel.** The service provider shall provide staff and patron training in all regulatory aspects of HAZMAT and HAZWASTE. The Service provider personnel shall be present during all hours of operation.
  - 4) **Specific Certifications, Licenses, Training.** The service provider must follow all federal, state, and local requirements for certifications and licenses. In addition, the operation of this program/service will be in accordance with BUPERSINST 1710.11B, "Navy Recreation Program Operational Policies". All POV Storage Area personnel will be trained in CPR, First Aid, and Blood Borne Pathogens.
  - 5) **Regulatory Requirements.** The service provider shall provide for accurate inventory of hazardous materials (HAZMAT), ensure proper MSDS are available where HAZMAT is in use, shall provide for the disposal of HAZWASTE, assure that only the minimum HAZMAT is stored at the facility.

- 6) **Equipment.** All equipment and material used in the POV Storage Area operations are listed in Appendix G, Equipment Inventory.
- 7) **Special Events.** Special program/service events or Command support events may impact the operation of the POV Storage Area Center. Refer to Figure C.5.23.1 for Special Events listing. During special events, the service provider will provide all tickets and information services required by the event.
- 8) **Fees and Charges.** POV Storage Area Center prices are shown in the schedule in Appendix B, Programs/Services Schedule of Fees and Charges.

**Page: 1**

**[NT1]** Changes the Hours of Operation Appendix to reflect the local hours of operation.

**C.5.17 Youth Activities**

The Navy's Youth Recreation Program is designed to provide quality of life enhancement in the Navy community. The primary population served is identified as children age 6-17 years. Facilities include youth centers, sports fields, playgrounds, courts, and other outdoor recreational facilities. The youth recreation program consists of the following: Recreation/Social Activities, Sports and Physical Fitness Activities, and programs and personal development classes targeted at teens.

**a. General Information****1) Committees and Councils.**

- A **Youth Advisory Committee** that consists of adult representatives shall convene quarterly to provide the commanding officer with recommendations for improving the youth recreation program.
- A **Teen Council** consisting of youths ages 12-17 shall convene quarterly to provide the youth director with recommendations for improving the services and operations of the youth program.
- At least one member of the Youth Advisory Committee and youth council shall reside in civilian housing.

**2) Reports.**

- An annual written evaluation shall assess the overall quality and effectiveness of the youth recreation program. This evaluation will be forwarded to NPC-65.
- A youth needs assessment shall be conducted for the Youth Program or for components of the Youth Program annually.
- A written evaluation for all youth programs and events shall be conducted upon conclusion of the program.

**3) Patrons.** The status of the sponsor determines eligibility of child(ren) to enroll in the Youth Program. Eligible sponsors include active duty military personnel and their adult family members, DOD civilian personnel paid from appropriated funds and non-appropriated funds, reservists on active duty or inactive duty for training, DOD contractors, and others authorized by the Commanding Officer.**4) Personnel.** Staff Qualifications (Qualifications/training requirements are mandatory as a result of the June 90 DOD Action Plan for Youth Programs):**a) Youth Director:**

- Bachelor of Science/Bachelor of Arts in Recreation Administration, Physical Education or related field OR;
- Have two years of college with a related major and three years of experience in recreation as a volunteer or paid staff member OR;
- Have a high school diploma with at least five years of experience and training in recreation.

- Be at least 21 years of age.
  - b) The youth director shall work with base organizations such as the family services center, the base Chapel and military police to develop partnerships and remain informed of the needs and issues of the base youth population.
- 5) **Specific Certifications, Licenses, Training.**
- a) Youth directors are required to receive a minimum of 40 hours of formal training biennially, e.g., NPC workshops, college courses, NRPA certified programs, etc.
  - b) Staff members shall complete a certified course in first aid and cardiopulmonary resuscitation (CPR).
  - c) Staff members shall be trained in the policies and procedures regarding the recognition, identification and notification of cases of child abuse/neglect.
  - d) Supervisors of coaches must receive training in psychology of coaching youth sports, safety and first aid, organization of games and practices and skill/technique development.
- 6) **Regulatory Requirements.**
- a) All personnel working in youth recreation programs are required to undergo a National Agency Check Inquiry (NACI).
  - b) Prior to employment an inquiry is required on all DOD affiliated youth program personnel, instructors and interns with:
    - The Family Advocacy Program (FAP).
    - The Central Registry operated by NPC-661.
    - The Counseling and Assistance Center (CAAC).
    - The local military police office and Naval Investigative Service (NIS).
    - Personal, professional and educational references are required to be verified before employment for all youth program personnel, instructors and interns.
  - c) During program or facility hours of operation, it is required that there be a minimum of two adult staff members in attendance with the children at all times. (An adult is someone 18 years of age or older and no longer enrolled in high school.)
  - d) Staff members counted in the supervisory ratios are those who have direct supervisory responsibility for the children. The director, assistant director or a designated representative shall always be present during all hours of programs or facility operation.

- e) NPC Youth Program Specialists may inspect the Youth Program annually and management must be responsive to inspection deficiencies and take appropriate actions for expedient correction.
- f) Compliance will be maintained at all times with the following established staff to children ratios:

Age Group	Type of Program	Staff	# of Children
6-12	Self Directed (Open Rec.)	1	25
6-12	Field Trips	1	10
6-12	Overnight	1	15
13-17	Self Directed (Open Rec.)	1	25
13-17	Field Trips	1	15
13-17	Overnight	1	12

7) **Funding.**

- a) The Navy Youth Recreation Program is operated as an element of the Morale, Welfare and Recreation (MWR) program as a Category B program.
- b) The commanding officer shall approve the fees and charges to be assessed to program participants. The use of a sliding scale is authorized when establishing a fee structure based on the sponsor's rate or rank.
- c) These guidelines shall be considered when planning the various activities:
- Classes such as ballet, karate, etc. shall be 100% self-sufficient. Fees and charges shall cover all costs including instructor fees.
  - Sports leagues shall be 100% self-sufficient.
  - Field trips shall be 100% self-sufficient.
  - A membership fee may be charged for participation in open recreation programs.
- d) The Navy Youth Recreation Program is authorized to conduct fund raising events such as carnivals, bake sales, fun runs, tournaments, or a car wash. Corporate sponsorship and booster clubs are encouraged.

- 8) **Recreation/Social Programs.** Recreation and Social programs shall include field trips; outdoor recreation and cultural events; aquatic programs; drama, music, dance and arts and crafts classes; open recreation; and special events. Recreational skill classes emphasize skill development and are usually conducted by contracted instructors using on base facilities.

Equipment and supplies shall be available in sufficient quantity to provide for the needs and interests of all age groups. Consideration shall be given to the selection of age-appropriate equipment and supplies that meet minimum safety standards and are of suitable quality which will accommodate heavy usage. Sports equipment and supplies shall be the proper type and size for the age and physical capabilities of participants. Equipment used for recreational classes and events shall be available and appropriate to the age group being served. Examples of equipment needed



include; sports and fitness equipment, stereo equipment, dance/ballet bars, musical instruments, portable stage, spotlights, videocassette recorder, balance beam.

- b. **Sports and Fitness Program.** The Youth Sports and Physical Fitness Program is required to organize and conduct sports leagues, skills clinics, fitness classes, and special events. A comprehensive sports program includes a variety of sports related special events, tournaments and leagues scheduled throughout the year. Sports include T-ball, soccer, basketball and baseball and other sports of interest in the geographic area. The sports rules, regulations, by-laws, structure of competition, and method of recognition are developed by each command. The principles and administration of the program shall be consistent with the values and philosophies supported by the National Youth Sports Coaches Association (NYSCA) or other recognized organizations.

Equipment and supplies shall be available in sufficient quantity to provide for the needs and interests of all age groups. Consideration shall be given to the selection of age-appropriate equipment and supplies that meet minimum safety standards and are of suitable quality which will accommodate heavy usage. Sports equipment and supplies shall be the proper type and size for the age and physical capabilities of participants. Examples of sports and Fitness equipment needed include jump ropes, weight scale, basketballs, soccer goals, gymnastic mats, softball gloves, batting tees, footballs, volleyballs, water polo balls, pull up bars, bases etc.

- c. **Teen Program.** The Teen Program provides a variety of recreation activities, classes and special events specifically for junior, middle, and high school participants ages 13-17. Activities shall be planned, using indoor and outdoor and on and off-base facilities. The program shall include personal development programs, social/recreational activities and skills, special events, and trips.

- 1) **Hours of Operation.** The teen program shall operate year round with the hours of operation shown in Appendix E, Programs/Services Schedule of Hours of Operation.
- 2) **Equipment.** Equipment and supplies shall be available in sufficient quantity to provide for the needs and interests of children 13-17 years old. Consideration shall be given to the selection of age-appropriate equipment and supplies that meet minimum safety standards and are of suitable quality which will accommodate heavy usage. Sports equipment and supplies shall be the proper type and size for the age and physical capabilities of participants. Examples of equipment needed to provide a quality Teen Program include: Pool tables, foosball tables, table tennis tables, stereo, table games, television, computers, craft supplies, VCR, jukebox, lounge furniture, a small snack food service and video games in a "game room type environment..

- d. **Youth Relocation.** The staff shall assist children involved in a geographic relocation. Information provided shall include information about youth programs available in the area the child is moving to and general information about their new command.

**C.5.18 School-Age Care Program**

The School-Age Care Program (SAC) is designed for school-aged children of working parents who are authorized patrons of the MWR Youth program. Children enrolled in Kindergarten are eligible to participate in the program. The program may be offered at the Child Development Center, the Youth Center or other MWR facility before and/or after school.

**a. General Information.**

The School-Age Care Program is an element of the Navy's overall youth recreation program that offers formalized recreation activities scheduled and conducted during the school year, after and/or before school hours. Scheduled activities are planned using indoor and outdoor, on- and off-base facilities. The program accepts custodial responsibility for youths during the operation of the program.

- 1) **Hours of Operation.** The School-Age Care Program shall operate during all school days in the local school system and shall be open during the hours of operation shown in Appendix E, Programs/Services Hours of Operation.
- 2) **Regulatory Requirements.** NPC Program Specialists inspect the SAC Program annually and management must be responsive to inspection deficiencies and take appropriate action for expedient correction. The ratio of staff to children shall be adequate to maintain constant supervision and to allow a quick and effective response to an emergency situation. The following minimum staff/child ratios are mandatory:

Ages	Program	Staff	Per Number of Children
6 – 12	<b>SAC</b>	<b>1</b>	<b>15</b>
6 – 12	<b>SAC Field Trips</b>	<b>1</b>	<b>10</b>

- All personnel working in the SAC Program are required to undergo a National Agency Check Inquiry (NACI).

Prior to employment, an inquiry is required on all DOD affiliated SAC program personnel, instructors and interns with:

- the Control Registry operated by NPC-661
- The Family Advocacy Program (FAP)
- the Counseling and Assistance Center (CAAC).
- the local military police office and Naval Investigative Service (NIS).
- Verification of personal, professional and educational references is required before employment for all SAC program personnel, instructors and interns.
- During program or facility hours of operation, it is required that there be a minimum of two adults in attendance with the children at all times. (An adult is someone 18 years of age or older who is no longer enrolled in high school.)
- Staff members counted in the supervisory ratios are those who have direct

supervisory responsibility for the children. The director, assistant director or a designated representative shall always be present during all hours of programs or facility operation.

- If there are any volunteers working in the SAC Program (who must be under the supervision of a government employee), they must have a minimum of eight hours of training to include age appropriate guidance and discipline, child health and safety regulations, the role of volunteers and program implementation.
- All staff working in the SAC Program must complete the SAC module training and those working with youth and teens must complete the youth module training.

3) **Specific Certifications, Licenses, Training.**

- a) SAC Directors are required to receive a minimum of 40 hours of formal training biennially, e.g., NPC workshops, college courses, NRPA certified programs, etc.
- b) Staff members shall complete a certified course in first aid and cardiopulmonary resuscitation (CPR).
- c) Staff members and volunteers shall be trained in the policies and procedures regarding the recognition, identification and notification of cases of child abuse/neglect.
- d) Staff members are required to receive a minimum of 24 hours of training per year.

4) **Funding.**

- a) The Navy SAC Program is operated as an element of the Morale, Welfare and Recreation (MWR) program as a Category B program.
- b) The commanding officer shall approve the fees and charges to be assessed to program participants. The use of the DOD sliding scale fee structure is mandatory and is based on total family income. These fees shall include the cost of snacks and/or meals, if provided.

- 5) **Equipment.** Equipment and supplies shall be available in sufficient quantity to provide for the needs and interests of all age groups. Consideration shall be given to the selection of age-appropriate equipment and supplies that meet minimum safety standards and are of suitable quality which will accommodate heavy usage. Sports equipment and supplies shall be the proper type and size for the age and physical capabilities of participants. Examples of supplies and equipment needed for the SAC Program include: Arts and crafts supplies, table games, sponge balls, hula hoops, scooters, easels, parachutes, earth balls, lockers, television, stereo, lounge furniture, computers, tables, chairs.

6) **Special Events.**

- 1) **Day Camps.** Day camps offer an organized, supervised and comprehensive recreation program for youths ages 6-12. Day camps are an extension of the

SAC Program and are conducted during school holidays and summer vacations. Activities shall be oriented to focus on meeting the needs of school age youths. Programs shall include scheduled arts and crafts, swimming, sports and fitness activities, special events, field trips, passive activities, cultural activities, and social/recreational activities. The Day Camp Program, like the SAC, accepts custodial responsibility for youths during the operation of the program.

- 7) **Hours of Operation.** Day Camps shall be offered during periods of time when four or more consecutive normal school days are scheduled to be non-school days during the hours of operation shown in Appendix E, Programs/Services Hours of Operation.

**C.5.19 Community Center Program**

The Community Center Program provide Navy personnel and their families the chance to participate in a variety of recreational activities that promote social and physical well being of the participant. The target of the Community Center Program is the family member of Active Duty Military personnel. This includes recreational classes, special interest group programming, provision/rental of meeting rooms, and a variety of family oriented programs.

- a. **General Information.** Specific program/service activities required to be offered in the Community Center during operating hours include, but are not limited to:
- Provide rooms for community events such as wedding receptions, birthday parties, skills classes etc.
  - Provide recreation areas for authorized personnel, with activities to include; pool tables, ping pong tables, video/arcade games, juke box, snack bar, laser tag, computers with internet access etc.
  - Organized recreational game tournaments
  - Checking identification to ensure that authorized patrons are being charged appropriately.
  - Operating a cash register. Receiving and accounting of funds collected for fees.
  - Collect and maintain accountability of all revenue generated by services provided.
  - Deposit all revenue into a designated drop safe.
  - The service provider shall report all equipment failures to the COR within 24 hours of occurrence. Specific required maintenance services in the in the Community Center include, but are not limited to; janitorial services for the office shall be performed so as not to interfere with use of the office. General custodial service requirements are provided in Section C5.3, Government Furnished Property and Services.
- 1) **Patrons.** Community Center activities are open to active duty personnel, their family members, reservists, retirees, civilians, and other personnel approved by the base CO. Appendix[NT1] C, Historical Workload, shows the Community Center's utilization.
- 2) **Personnel.** Personnel working in the Community Center shall be knowledgeable in their areas of responsibility.
- 3) **Specific Certifications, Licenses, Training.** The service provider must follow all federal, state, and local requirements for certifications and licenses. In addition, the operation of this program/service will be in accordance with BUPERSINST 1710.11B, "Navy Recreation Program Operational Policies". All Community Center personnel shall be trained in CPR, First Aid, and Blood Borne Pathogens. A Drivers License for vehicles up to 15 passenger vans is also required.
- 4) **Regulatory Requirements.** The service provider shall provide for accurate

inventory of hazardous materials (HAZMAT), ensure proper MSDS are available where HAZMAT is in use, shall provide for the disposal of HAZWASTE, assure that only the minimum HAZMAT is stored at the facility.

- 5) **Equipment.** Examples of equipment and material needed in the Community Center are listed in Appendix G, Equipment Inventory, for listing.
  - 6) **Special Events.** Special program events or Command Support events may influence the operation of the Community Center.
  - 7) **Fees and Charges.** The current Community Center prices are shown in the Appendix B, Programs/Services Schedule of Fees and Charges.
- b. **Skills Classes** Specific requirements of Skills Classes offered during operating hours include, but are not limited to:
- Ensure varieties of classes are offered based on a need assessment (conducted at least annually).
  - Solicit and negotiate service contracts for qualified instructors and coordinate facility space to accommodate a variety of special interest groups to include judo, karate, cooking, cake decorating, dog obedience classes, dancing, etc.
  - Schedule assistance and/or sponsorship to special interest groups, e.g., bike club, square dance club.
  - Operate a cash register. Receive and account for funds collected for fees.
  - Collect and maintain accountability of all revenue generated by services provided.
  - Deposit all revenue into a designated drop safe.
- 1) **Hours of Operation.** Skill Classes shall be held during the Community Center's operating hours, according to a published schedule. Refer to Appendix E, Programs/Services Hours of Operation.
  - 2) **Patrons.** Skill classes are open to active duty personnel, reservists, retirees, dependents, and authorized civilians. Appendix **[NT2]** C, Historical Workload, shows the utilization.
  - 3) **Personnel.** Provide personnel knowledgeable and capable of offering instruction and assistance, and supervise proper safe use of the equipment.
  - 4) **Specific Certifications, Licenses, Training.** The service provider must follow all federal, state, and local requirements for certifications and licenses. In addition, the operation of this program/service will be in accordance with BUPERSINST 1710.11B, "Navy Recreation Program Operational Policies".
  - 5) **Regulatory Requirements.** The service provider shall provide for accurate inventory of hazardous materials (HAZMAT), ensure proper MSDS are available where HAZMAT is in use, shall provide for the disposal of HAZWASTE, assure that only the minimum HAZMAT is stored at the facility.

- 6) **Special Events.** Special program events or Command Support events may influence the operation of Skills classes. During any special events, sports programs and classes may have to be re-scheduled, to avoid cancellation.
- 7) **Fees and Charges.** Charges for Skills Classes shall be based on the cost of putting on the class. Refer to Appendix B, Schedule of Fees and Charges, for the schedule.

**Page 2**

**[NT1]** The appendix contains charts, tables, or matrixes of the past year's utilization data of the Community Center. Appendix C is only an example of what can be presented.

**Page 3**

**[NT2]** This exhibit will contain charts, table, or matrixes of the past year's utilization data of the Swimming Pool.



**C.5.20 Community Activities**

The Community Activities program provides Navy personnel and their families the chance to participate in a variety of recreational activities that promote social and physical well being. Events offered as part of the Community Activities program are targeted at family members of Active Duty Military personnel and include recreational classes, special interest group programming and a variety of other community oriented programs not held in the Community Center.

**a. General Information.**

- 1) Examples of programs/services offered as part of the Community Activities program include, but are not limited to **[NT1]**:
  - Provide a long day or overnight field trips for skiing, riding rapids, camping, horseback riding, etc.
  - Life size Candy Land games at Christmas
  - All Navy youth fun run in June
  - Easter egg scramble
  - Kid carnival
  - Halloween Parade Party
- 2) **Special Events.** Special events or Command events may impact the operation of the Community Activities program. During some special events, classes and events may have to be rescheduled, to avoid cancellation. Figure 5.23.1, Special Events List, provides a listing of the current special events **[NT2]**.
- 3) **Fees and Charges.** Fees and charges for Community Activities programs are based on the cost of putting on the specific events and are determined on a case by case basis as programs are approved for implementation. Please see Appendix B, Programs/Services Schedule of Fees and Charges.

**Page: 1**

**[NT1]** Listed below are some examples of activities that might be included, list those your activity will be having.

**Page: 1**

**[NT2]** Make sure the Community Activities Special Events are included with the special events for your base.

**C.5.21. Arts/Crafts/Hobbies Program.**

The Arts/Crafts/Hobbies Program provides activities [NT1] for patrons that allow creativity and relaxation, such as, ceramics, photography, woodworking, painting, and sculpture. In addition to Arts/Crafts/Hobbies programs being offered in the Arts and Crafts Center, classes are also held at locations such as the Community and Youth Center.

a. **Description.** The service provider shall operate the Arts and Crafts Center (also known as the Craft Shop), in such a manner that promotes patron participation and recreational enjoyment. The Arts and Crafts Center encompasses the following separate areas:

- Ceramic Shop, with both poured and molded clay operations, kilns and potter's wheels. Provides classes in ceramics and sculpture, as well as assisting patrons with individual projects.
- Photography Lab, with darkroom facilities for both black & white and color film development and printing; photograph enlargers and print dryers. Provides classes in photography, both in technique and technical, as well as providing guidance to individual patrons.
- Woodworking Shop, with both hand and power tools, such as radial saw, belt saw, lathe and router. Provide classes in woodworking and woodworking safety, as well as providing guidance to individual patrons.
- Painting and Other Arts, with many different media; oil, mosaic, stained glass. Provide classes in these arts, as well as providing guidance to individual patrons.
- Decorative Crafts provide classes in such crafts as quilting, cross-stitch, embroidery, as well as wreath making, and other such decorative crafts. Provide guidance to individual patrons.
- Framing and matting may be provided as a program component and/or a resale activity.
- Provide assistance and expertise to other MWR activities, such as community centers and youth centers.
- The service provider shall prepare and enforce a standard operating procedure for the operation of the Arts and Craft Center.

1) **Patrons.** The patrons of the Arts and Crafts Center are active duty military, reservist, retired military, their family members, and DOD Civilians attached to the base. Appendix C, Historical Workload, provides statistics on the Craft Shop's utilization.

2) **Personnel.** The service provider shall employ personnel who are knowledgeable and

capable of offering instruction/assistance and to supervise proper and safe use of the equipment. The service provider shall provide staff and customer training in all regulatory aspects of HAZMAT and HAZWASTE. The service provider personnel shall be present during all hours of operation.

- 3) **Specific Certifications, Licenses, Training.** The service provider must follow all federal, state, and local requirements for certifications and licenses. In addition, the operation of this program will be in accordance with BUPERSINST 1710.11B, "Navy Recreation Program Operational Policies".
- 4) **Regulatory Requirements.** The service provider shall provide for accurate inventory of hazardous materials (HAZMAT), ensure proper MSDS are available where HAZMAT is in use, shall provide for the disposal of HAZWASTE, assure that only the minimum HAZMAT is stored at the facility.
- 5) **Equipment.** All equipment and material used in the Arts and Crafts Center operations are listed in Appendix G, Equipment Inventory.
- 6) **Special Events.** Special program events or Command Support events may affect the operation of the Arts and Crafts Center. Refer to Figure C.5.23.1, Special Events List[NT2].
- 7) **Fees and Charges.** Refer to Appendix B, Programs/Services Schedule of Fees and Charges, for the list of arts/crafts/hobbies fees.

**Page: 1**

**[NT1]** Not all MWR Departments will have all of these activities. Select those available at your base.

**Page: 2**

**[NT2]** Provide local special events that impact the Art/Crafts/Hobbies. If there are no special events, delete this paragraph

**C.5.22. Information, Tickets and Tours (ITT)**

The ITT office provides services that include scheduling and running local tours, the sale of transportation and entertainment tickets, selling or providing complimentary travel/tour related merchandise and providing specific recreational information concerning events and activities occurring both on and off base.

a. **Specific Services.** Specific services required to be performed in the Information, Tickets and Tours office during operating hours include, but are not limited to:

- Review by-laws and provide oversight for all clubs (Flying, Saddle, Rod & Gun, etc.).
- Organize special events such Flea Markets, Santa Home Visits, local bus trips/tours, concerts, talent shows, etc.
- Arrange and advertise discounts to local, national and international hotels and recreational attractions.
- Provide tickets to national attractions available through joint service consolidated programs.
- Provide Information brochures for local, regional and national recreation areas/tourist sites.
- Sell tickets and arrange tours to local entertainment and sports events.
- Coordinate with other bases in the area and/or regional offices to ensure that there are no duplicate/overlap tours to the same area.
- Provide information about all on base MWR program/services.
- Sell State Hunting and Fishing licenses.
- Provide computerized map and travel routes for travel planning.
- Provide a library of videos and travel books for areas of interest.
- Provide concession services for local, national and international travel arrangements, package tours and cruises.
- Check identification to ensure that authorized patrons are being charged appropriately.
- Operate a cash register. Receive and account for the funds collected for fees.
- Collect and maintain accountability of all revenue generated by services provided in the execution of this contract.
- Deposit all revenue into a designated drop safe.

- 1) **Maintenance.** Specific maintenance services required to be performed in the I.T.T. office include, but are not limited to:
  - Janitorial services for the office shall be performed so as not to interfere with use of the office.
  - Reporting all equipment failures to the COR within 24 hours of occurrence.
  - General custodial service requirements are described in Section C.3.3[NT1].
- 2) **Patrons.** Information, Ticket and Tours Program/services are open to active duty military personnel, reservists, retirees, dependents, and authorized civilians and others as approved by the base CO. Appendix C. Historical Workload, shows the program/service's utilization.
- 3) **Personnel.** Personnel working in the Information, Ticket and Tours Office are required to accompany some of the tours, acting as guides and/or drivers.
- 4) **Specific Certifications, Licenses, Training.** The service provider must follow all federal, state, and local requirements for certifications and licenses. In addition, the operation of this program/service will be in accordance with BUPERSINST 1710.11B, "Navy Recreation Program Operational Policies". All I.T.T. personnel will be trained in CPR, First Aid, and Blood Borne Pathogens. A Drivers License for vehicles up to 15 passenger vans is also required.
- 5) **Regulatory Requirements.** The service provider shall provide for accurate inventory of hazardous materials (HAZMAT), ensure proper MSDS are available where HAZMAT is in use, shall provide for the disposal of HAZWASTE, assure that only the minimum HAZMAT is stored at the facility.
- 6) **Equipment.** All equipment and material used in the ITT operations are listed in Appendix G: Equipment Inventory.
- 7) **Special Events.** Special program/service events or Command support events may impact the operation of the Information, Tickets and Tours Office. Refer to Figure C.5.23.1 for Special Events listing. During special events, the service provider will provide all tickets and information services required by the event.
- 8) **Fees and Charges.** Tickets and tours prices will depend upon the event itself, with MWR charges based on the schedule shown in Appendix B, Programs/Services Schedule of Fees and Charges. Some fees for specified events and services are set at the regional level to ensure consistency among other Navy bases geographically located nearby. No more than a 5% mark up on tickets (10% on Hotel reservations) shall be charged.

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**[NT1]** The Custodial service requirements are not specifically described in this section of the draft PWS, but it does describe custodial service as a government furnished service. Service provider custodial requirements should be listed or posted as well.



**C.5.23 Special Events**

Special Events are recreational programs that are not specific to any individual MWR facility or patron group. The events are completed in a short time frame such as a day or weekend. These events include such things as carnivals, fairs, festivals, holiday celebrations, etc.

The service provider shall arrange and provide all necessary planning, equipment, supplies, and staffing and associated support to implement the Special Events. Below are two examples of Special Events[NT1]. Necessary support includes, but is not limited to, planning, advertising, the sale of tickets and collection of money prior to and on the day of events, staffing, supervision and clean up. The service provider shall arrange for and set up signs, tents, fencing, tables, chairs, portable toilets and platforms as required. Additionally the service provider shall submit an annual calendar, six months before the start of the calendar year to the base PAO to publicize and coordinate all special events. The annual calendar will be approved by the COR before submission to PAO and will include the same six annual events (or comparable agreed upon events) listed in Figure C5.23.1, Special Events List. [NT2] In addition, the COR may increase the number of special events by as many as three additional events to be agreed upon each year. The service provider will be required to execute no more than nine special events per year as described herein.

**Figure C5.23.1 - SPECIAL EVENTS LIST**

Event Name	Sponsoring Program	Date
Western Days Barbecue	Community Activities	June 25
Patrons Day	All MWR	August 23
Spring Thaw 10K	Fitness/Sports	April 8
Winter Fest	Community Activities	January 17-18
Holiday Hayride	Single Sailor	December 15

- a. **Example 1 - 10K Run.** The service provider shall act as race director to conduct a sanctioned 10K run. The Service provider shall ensure that the course is measured to meet requirements as specified in Figure C5.23.2, 10K Run Requirements. The service provider shall certify all runners exact time taken to complete the course, issue numbers to runners, and ensure registrations are provided to event officials. Is also responsible to set up water stations and intersection safety guides. The service provider shall obtain approximately 50 trophies (**cost ranging between \$15/\$20**), 40 Medals (**cost ranging between \$4/\$8**), and 300-450 tee shirts (**cost ranging between \$5/\$8**) and fruit for participants (**500 oranges**). The Service provider shall collect registration fees as determined by the Government before and on the day of the event. (**Accounting**) The Service provider shall coordinate with station and tenant commands to provide support as specified in Figure C5.23.2[NT3].

10K RUN REQUIREMENTS		
Task	Date	Responsible Code
1. Set up course	1/22/99	Fitness Director
2. Get Sponsors	1/22/99	Marketing Director
3. Develop Flyer	2/1/99	Marketing Director
4. Advertise Race	2/15/99	Marketing Director
5. Conduct 10K race	3/1/99	Fitness Director

- b. **Example 2 - Holiday Hayride.** The service provider shall coordinate, arrange, and participate in the scene contest, assign locations for scenes on the Hayride route, and ensure that all assigned staff are at their assigned locations. The service provider shall notify the Catering Manager 30 days in advance of this event. The service provider shall provide program workers (**approximately 100**) sandwiches and drinks. The service provider shall provide four wagons filled with approximately 12 bundles of hay per wagon and shall ensure that the area is prepared before and cleaned up after the event. Typically, this event is held on a Saturday in December before Christmas from 1730-2130.

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**[NT1]** Enter two or three examples of Special Events that are applicable to your activity.

Page: 1

**[NT2]** Edit the figure as it applies to your activity.

Page: 1

**[NT3]** At your activity, you would put in the requirements that would be applicable to the event you are describing. These requirements are a sample only, and do not reflect all tasks required to set up a Special Event. Individual events will have their own set of task requirements.

**C. 5.24 Bowling Program**

The Navy Bowling Program offers both open and league bowling, as well as youth programs and special events. Instructional classes, pro shops, game rooms and food and beverage areas make bowling an enjoyable experience for the Navy community. Bowling programs are very popular with many segments of the Navy MWR authorized patron base and are projected to remain strong into the next century. BUPERS has instituted financial standards to help achieve the full financial potential of bowling programs while retaining attractive, competitive fees for members of the Navy community. Therefore bowling centers are required to meet minimum operational and financial standards.

Small centers are centers with 12 lanes or less. Significant appropriated funds (APF) support is authorized for these centers. A bottom line minimum financial standard of 3 percent has been established for small bowling centers.

The service provider shall operate a \_\_\_\_ lane **[NT1]** Bowling Center with a small resale outlet consisting of snack food, beverages and pro shop items.

In operating the bowling center, the service provider shall provide management and delivery of a comprehensive, patron driven program. Examples of what will be provided include: open bowling, coordinated league play, family-oriented recreational bowling, instructional programs, various tournaments conducted throughout the year (e.g. the Captain's Cup bowling program), glow-in-the dark bowling, exhibitions, events targeted at youth, other special bowling events, and locker rentals for bowling center patrons. Based on market demand, pro shops and other bowling-related resale services may be established. This includes food and beverage service including beer and wine, ball drilling, amusement machines, billiards, etc.

The service provider shall:

- Staff the Bowling Center with well-trained patron oriented professionals.
- Plan, organize, schedule and conduct bowling programs that meet the needs and interests of the community.
- Teach the sport of bowling, e.g., offering clinics, exhibitions, and group and individual lessons.
- Ensure that the planning and coordination of the intramural bowling league including the Captain's Cup program are properly executed **[NT2]**.
- Promote, advertise, schedule and conduct organized league play on as many days/nights as needed to accommodate patron demands.
- Manage and operate a fast food/snack service operation to compliment the bowling operation. This responsibility includes conducting preventive maintenance on food service equipment, maintaining inventory controls and ensuring that food service sanitation requirements are met or exceeded.
- Maintain and repair all bowling center equipment and machinery including pin setters, lanes, pin decks, ball returns, electronic scoring, lane maintenance equipment, ball drilling equipment, etc.

- Perform preventive maintenance services on lanes, pins, balls, and bowling equipment.
- Perform scheduled maintenance on automatic pin setters according to the manufacturer's maintenance work schedule and/or the current industry standard.
- Provide league secretary services to leagues when requested.
- Operate a cash register, receive and account for funds received, complete a daily accounting record and make daily deposits of funds in the designated drop safe.
- Ensure the center is **[NT3]**cleaned daily.
- Maintain hazardous/ flammable locker and documentation.
- Provide input for formulation of an annual budget and track execution of the budget monthly.
- Attend various committee meetings/special interest group meetings inside and outside the department, provide input and support when requested.
- Provide staff, equipment, and programming support for department special events and command sponsored events.

a. **Regulatory Requirements:** Operation of the Bowling Center will be in accordance with:

- Enclosure (1) of BUPERS letter 1710 Serial 651/00650 of 28 April 1993
- Chapter 21, BUPERSINST 1710.11C
- Navy Bowling System Operating Guidelines and Financial Standards
- BUPERS MWR Bowling Management Assistance Guide and Resource Materials Handbook
- American Bowling Congress (ABC) and Women's International Bowling Congress (WIBC) specifications and standards.
- Leagues shall be sanctioned by the ABC, the WIBC, or the Young American Bowling Alliance (YABA), as appropriate.
- Navy bowling centers must comply with certification and sanctioning requirements of the ABC, WIBC, and YABA.
- Lanes shall be certified by ABC/WIBC and re-certified before the certification expires.
- Tournaments shall conform to the rules and regulations of the sanctioning body.
- Financial and Operating Standards for Navy Quick Service (Snack Bar) Food

and Standards Beverage Operations

- b. **Inspections and Audits.** A comprehensive review of the bowling program's financial performance is performed at the end of each fiscal year. A request to waive the standard for an installation's bowling program based on unique factors, e.g., fluctuations in base population, high utility or labor costs, etc. can be submitted up the Navy chain of command by the base CO.
- c. **Patrons.** Non-DOD organizations may sponsor base-hosted or CO-hosted national, state, city, or local bowling tournaments on an occasional basis in which Navy personnel participate if approved by the base CO. Authorized events include those run by the American Bowling Congress (ABC), the Women's International Bowling Congress (WIBC), or the Young American Bowling Alliance (YABA).
- d. **Government Furnished Equipment.** The government will provide bowling center equipment currently in use and supplies currently in stock at the time the contract starts. The service provider is responsible for repairs/replacement of broken/damaged equipment and for replacement of supplies used. Refer to Section C.3. of this PWS for more detailed information.

**Page: 1**

**[NT1]** Enter the number of lanes at your installation.

**Page: 1**

**[NT2]** List any special events occurring annually which you want to make sure the service provider conducts.

**Page: 2**

**[NT3]** If the base's grounds maintenance excludes the Bowling Center, add "and surrounding grounds are".

## **APPENDIX A MEMORANDUM OF UNDERSTANDING AND STANDARD OPERATING PROCEDURES**

All MOU's, ISSA's and SOP,s should be included in this appendix .



## APPENDIX B. PROGRAMS/SERVICES SCHEDULE OF CURRENT FEES AND CHARGES

**B.1. Fitness Programs.** The current fees and charges are shown in the schedule below.

FITNESS PROGRAMS FEE SCHEDULE				
ACTIVITY	ACTIVE DUTY	RETIRED	DEPENDENT	CIVILIAN
Gym Use				
Racquetball Court				
Outdoor Courts and Fields				
Contests and Tournaments				

**B.1. Awareness and Education Programs.** The current fees and charges are shown in the schedule below.

AWARENESS & EDUCATION PROGRAMS FEE SCHEDULE				
ACTIVITY	ACTIVE DUTY	RETIRED	DEPENDENT	CIVILIAN

**B.1. Recreation Sports Programs.** The current fees and charges are shown in the schedule below.

RECREATION SPORTS PROGRAMS FEE SCHEDULE				
ACTIVITY	ACTIVE DUTY	RETIRED	DEPENDENT	CIVILIAN

**B.1. Fitness Sports/Facilities Programs.** The current fees and charges are shown in the schedule below.

FITNESS SPORTS/FACILITIES FEE SCHEDULE				
ACTIVITY	ACTIVE DUTY	RETIRED	DEPENDENT	CIVILIAN

**B.1. Recreation Center Program.** These current fees and charges are shown in the schedule below.

RECREATION CENTER FEE SCHEDULE				
ACTIVITY	ACTIVE DUTY	RETIRED	DEPENDENT	CIVILIAN
Pool/Billiards				

**B.1. Recreation Rooms.** These current fees and charges are shown in the schedule below.

RECREATION ROOM FEE SCHEDULE				
ACTIVITY	ACTIVE DUTY	RETIRED	DEPENDENT	CIVILIAN
Pool/Billiards				

**B.1. Fleet Recreation Center Program.** The only fee associate with the Fleet Recreation program is for concerts, movies, etc. These current fees and charges are shown in the schedule below.

FLEET RECREATION CENTER SCHEDULE				
ACTIVITY	ACTIVE DUTY	RETIRED	DEPENDENT	CIVILIAN

**B.1. Single Sailor Program.** The only fees associated with the Single Sailor program is for the program's planned activities, e.g., concerts, trips, etc. These current fees and charges are shown in the schedule below.

FLEET RECREATION CENTER FEE SCHEDULE				
ACTIVITY	ACTIVE DUTY	RETIRED	DEPENDENT	CIVILIAN
Ski Trips				
Hiking				

**B.1. Library.** There is no use fee for the library. The following fees are charged for misuse or abuse of library property.

LIBRARY FEE SCHEDULE				
ACTIVITY	ACTIVE DUTY	RETIRED	DEPENDENT	CIVILIAN
Overdue Book				
Lost Book				
Damaged Book				

**B.1. Swimming Pool.** The current fees and charges are shown in the schedule below.

SWIMMING POOL FEE SCHEDULE				
ACTIVITY.	ACTIVE DUTY	RETIRED	DEPENDENT	CIVILIAN
Swim Lessons				
Lifesaving Class				
Pool Use				

**B.1. Beaches and Lakes.** The current fees and charges are shown in the schedule below.

BEACH(ES) AND LAKES FEE SCHEDULE				
ACTIVITY.	ACTIVE DUTY	RETIRED	DEPENDENT	CIVILIAN
Beach(es)				
Lake				

**B.1. Picnic/Park Areas.** The current fees and charges are shown in the schedule below.

CAMPSITE SCHEDULE				
ACTIVITY	ACTIVE	RETIRED	DEPENDENT	CIVILIAN

	<b>DUTY</b>			
Picnic Area Reservation				
Park Area Reservation				

**B.1. Campsites.** The current fees and charges are shown in the schedule below.

<b>CAMPSITE SCHEDULE</b>				
<b>ACTIVITY</b>	<b>ACTIVE DUTY</b>	<b>RETIRED</b>	<b>DEPENDENT</b>	<b>CIVILIAN</b>
Day Campsite Use				
Overnight Campsite Use				

**B.1. Outdoor Recreation/Equipment Rental.** The fees and charges are shown by Category.

<b>OUTDOOR RECREATION EQUIPMENT FEE SCHEDULE</b>				
<b>EQUIPMENT TYPE</b>	<b>ACTIVE DUTY</b>	<b>RETIRED</b>	<b>DEPENDENT</b>	<b>CIVILIAN</b>
Camping				
Boating				
Barbecue				
Sports				
Tools				
Household				

**B.1.Auto Skills Shop.** The current fees and charges are shown in the schedule below.

AUTO SKILLS SHOP FEE SCHEDULE				
ACTIVITY	ACTIVE DUTY	RETIRED	DEPENDENT	CIVILIAN
Tune Up Bay				
Repair Bay				

CAR WASH FEE SCHEDULE				
VEHICLE TYPE	ACTIVE DUTY	RETIRED	DEPENDENT	CIVILIAN
POV				
Trailer				
Boat				
Motor Home				

**B.1. Vehicle Storage.** The current fees and charges are shown in the schedule below.

POV/RECREATIONAL VEHICLE STORAGE FEE SCHEDULE				
VEHICLE TYPE	ACTIVE DUTY	RETIRED	DEPENDENT	CIVILIAN
POV (Deployed)				
POV				
Trailer				
Boat				
Motor Home				

**B.1. Youth Activities.** The current fees and charges are shown in the schedule below.

YOUTH ACTIVITIES FEE SCHEDULE				
ACTIVITY.	ACTIVE DUTY	RETIRED	DEPENDENT	CIVILIAN
Recreational/ Social Prog.				
Sports and Fitness Prog.				
Teen Prog.				

**B.1. School Age Care Program.** The current fees and charges are shown in the schedule below.

<b>SCHOOL AGE CARE PROGRAM FEE SCHEDULE</b>				
<b>ACTIVITY.</b>	<b>ACTIVE DUTY</b>	<b>RETIRED</b>	<b>DEPENDENT</b>	<b>CIVILIAN</b>
Day Camp				

**B.1. Community Center Program.** The current fees and charges are shown in the schedule below.

<b>COMMUNITY CENTER FEE SCHEDULE</b>				
<b>ACTIVITY.</b>	<b>ACTIVE DUTY</b>	<b>RETIRED</b>	<b>DEPENDENT</b>	<b>CIVILIAN</b>
Community Rooms				

**B.1. Community Activities.** The fees and charges are listed below:

<b>COMMUNITY ACTIVITIES FEE SCHEDULE</b>				
<b>ACTIVITY</b>	<b>ACTIVE DUTY</b>	<b>RETIRED</b>	<b>DEPENDENT</b>	<b>CIVILIAN</b>
Line Dancing				
Photography Contest				

**B.1. Arts/Crafts/Hobbies Program.** The current fees and charges are shown in the schedule below.

<b>ARTS/CRAFTS/HOBBIES PROGRAM FEE SCHEDULE</b>				
<b>ACTIVITY.</b>	<b>ACTIVE DUTY</b>	<b>RETIRED</b>	<b>DEPENDENT</b>	<b>CIVILIAN</b>
Photo Lab				
Ceramics				
Art Classes				

**B.1. Information, Tickets and Tours (I.T.T).** Ticket and tours prices will depend upon the event itself, with MWR charges based on the schedule shown below.

I.T.T. FEE SCHEDULE				
ACTIVITY.	ACTIVE DUTY	RETIRED	DEPENDENT	CIVILIAN
Ticket Price + Charge				

**B.1. Special Events.** Fees and charges for Special Events are set for each event as required. The Fees shown below reflect those fees for events during the past year.

SPECIAL EVENTS FEE SCHEDULE				
ACTIVITY	ACTIVE DUTY	RETIRED	DEPENDENT	CIVILIAN

**B.1. Bowling Center.** The current fees and charges are shown in the schedule below.

BOWLING CENTER FEE SCHEDULE				
ACTIVITY	ACTIVE DUTY	RETIRED	DEPENDENT	CIVILIAN
Open Bowling				

## APPENDIX C HISTORICAL WORKLOAD

- C.1.** The historical workload data relates to the services and methods used by the Government in the past to provide the outcomes included in this contract. The Service provider is not required to use these methods or this exact set of services except where required by statute, regulation, or Navy directive. The Government is not contracting for this historical level of service. It is contracting for the best value package of goods and services, which will provide maximum support to the Navy mission at the least cost.

Navy Morale, Welfare and Recreation (MWR) Services HISTORICAL WORKLOAD[NT1]								
Historical Data - Not Intended to Represent Every Task in the PWS								
	Program/Activity Load Measure[NT2]	Workload Units[NT3]	Time Covered [NT4]			Workload Data [NT5]	Source[NT6]	Comments
			D	M	Y			
1.	FITNESS PROGRAMS							
	a. Gym	No. of Patrons	X			56	Patron Logs	
	b. Fitness Center	No. of Patrons	X			97	Patron Logs	
	c. Racquetball Center							
	Courts	No. of Patrons	X			34	Patron Logs	
	Tournaments	No. of Tourn.		X		1	Tourn. Logs	
2.	AWARENESS & EDUC							
	Smoke Prevention	No. of Classes		X		2	Class Rosters	
	Back Injury Prevention	No. of Classes		X		2	Class Rosters	
	Nutrition	No. of Classes		X		3	Class Rosters	
	Alcohol & Drug Abuse Prevention	No. of Classes		X		2	Class Rosters	



Navy Morale, Welfare and Recreation (MWR) Services								
HISTORICAL WORKLOAD[NT1]								
Historical Data - Not Intended to Represent Every Task in the PWS								
	Program/Activity Load Measure[NT2]	Workload Units[NT3]	Time Covered [NT4]			Workload Data [NT5]	Source[NT6]	Comments
			D	M	Y			
	Hypertension	No. of Classes		X		2	Class Rosters	
	Stress Management	No. of Classes		X		4	Class Rosters	
3.	RECREATION SPORTS							
	Softball League	No. of Games			X	32	Intramural Logs	
	Basketball League	No. of Games			X	52	Intramural Logs	
	Volleyball League	No. of Games			X	25	Intramural Logs	
	Flag Football League	No. of Games			X	18	Intramural Logs	
	Soccer League	No. of Games			X	18	Intramural Logs	
4.	FITNESS SPORTS/ FACILITIES							
	Baseball Fields	No. of Days Used			X	256	Sign In Sheets	
	Tennis Courts	No. of Days Used			X	189	Sign In Sheets	
	Basketball Courts	No. of Days Used			X	260	Sign In Sheets	
5.	RECREATION CENTER							
	Recreation Center	No. of Patrons	X			53	Patron Logs	

Navy Morale, Welfare and Recreation (MWR) Services								
HISTORICAL WORKLOAD[NT1]								
Historical Data - Not Intended to Represent Every Task in the PWS								
	Program/Activity Load Measure[NT2]	Workload Units[NT3]	Time Covered [NT4]			Workload Data [NT5]	Source[NT6]	Comments
			D	M	Y			
	Computers	No. of Patrons	X			26	Patron Logs	
	Laser Tag	No. of Patrons	X			120	Patron Logs	
6.	RECREATION ROOMS							
	Pool Tables	No. of Games		X		400	Acctg Data	
7.	FLEET RECREATION CENTER							
		Total Attendees			x	2,200	Files	
8.	SINGLE SAILOR PROGRAM							
	Field Trips	No. of Trips			X	24	Trip Logs	
	Tournaments	No. of Tour.		X		2	MWR Reports	
	Special Events							
	Dances	No. of Dances		X		1	MWR Reports	
	Karaoke Contest	No. of Contest			X	2	MWR Reports	
9.	LIBRARY							
	Circulation	No. of books borrowed	X	X	X			
	Library Cards	No. of user cards issued to patrons		X				
	Fines	\$ collected in fines		X				
	Used book sales	\$ collected in books		X				

Navy Morale, Welfare and Recreation (MWR) Services								
HISTORICAL WORKLOAD[NT1]								
Historical Data - Not Intended to Represent Every Task in the PWS								
	Program/Activity Load Measure[NT2]	Workload Units[NT3]	Time Covered [NT4]			Workload Data [NT5]	Source[NT6]	Comments
			D	M	Y			
		sales						
	Damaged/Destroyed Library Materials	\$ value of losses		X				
	Special Events	No. of special events held			X			
10.	SWIMMING POOLS							
	Recreational Swim	No. of Patrons	X			125	Patron Logs	
	Swimming Classes							
	Beginner	No. of Classes		X		4	Class Logs	
	Intermediate	No. of Classes		X		3	Class Logs	
	Advanced	No. of Classes		X		2	Class Logs	
	Lifesaving Classes	No. of Classes			X	3	Class Logs	
	Scuba Classes	No. of Classes			X	2	Class Logs	
	Aquacise	No. of Classes	X			2	Class Logs	
	Swim Team	No. of Meets			X	12	Meet Logs	
11.	BEACHES & LAKES							
	a. Beaches Activities	Total Attendees			X	20,500		Average based on visual estimates.
		Total Rescues			X	389	Files	Data bases on actual rescues.
	b. Lakes Activities	Total Attendees			X	1,750		
12.	PICNIC/PARK AREAS							
	Picnic	Total Attendees			X	3,500		

Navy Morale, Welfare and Recreation (MWR) Services								
HISTORICAL WORKLOAD[NT1]								
Historical Data - Not Intended to Represent Every Task in the PWS								
	Program/Activity Load Measure[NT2]	Workload Units[NT3]	Time Covered [NT4]			Workload Data [NT5]	Source[NT6]	Comments
			D	M	Y			
13.	CAMPSITES							
	Campsite	Total Attendees			X	2,120	Files	
14.	OUTDOOR RECREATION							
	Outdoor Recreation Rentals							
	Equipment							
	Camping	No. of Patrons	X			10	Patron Logs	
	Sports	No. of Patrons	X			10	Patron Logs	
	Tools	No. of Patrons	X			15	Patron Logs	
	Hospitality	No. of Patrons	X			10	Patron Logs	
	Trailers	No. of Patrons		X		6	Patron Logs	
15.	AUTO SKILLS SHOP							
	Tire Changes	No. of Tires		X		15	Work Logs	
	Tune Up Bays	No. of Patrons	X			25	Daily Log Sheets	
	Repair Bays	No. of Patrons	X			15	Daily Log Sheets	
	POV Car Wash	No. of Patrons	X			25	Patron Logs	
	Trailers	No. of Patrons	X			2	Patron Logs	
	Motor Homes	No. of Patrons	X			3	Patron Logs	

Navy Morale, Welfare and Recreation (MWR) Services								
HISTORICAL WORKLOAD[NT1]								
Historical Data - Not Intended to Represent Every Task in the PWS								
	Program/Activity Load Measure[NT2]	Workload Units[NT3]	Time Covered [NT4]			Workload Data [NT5]	Source[NT6]	Comments
			D	M	Y			
16.	VEHICLE STORAGE							
	Deployed POVs	No. of Vehicles			X	250	Sign In Sheets	
	Detailing for Return	No. of Vehicles			X	45	Detail Receipts	
	Other Stored POVs	No. of Vehicles			X	40	Sign In Sheets	
	Boats	No. of Vehicles			X	30	Sign In Sheets	
	Trailers	No. of Vehicles			X	25	Sign In Sheets	
	Motor Homes	No. of Vehicles			X	50	Sign In Sheets	
17.	YOUTH ACTIVITIES							
	.1 Seasonal Sports	No. of children						
	.2 Basketball (XX Games)	No. of children						
	.3 Baseball (XX Games)	No. of children						
	.4 Soccer (XX Games)	No. of children						
	.5 Football (XX Games)	No. of children						
	.6 Golf Tournaments	No. of children						
	.7	No. of Tournaments						
		No. of competitors						

Navy Morale, Welfare and Recreation (MWR) Services								
HISTORICAL WORKLOAD[NT1]								
Historical Data - Not Intended to Represent Every Task in the PWS								
	Program/Activity Load Measure[NT2]	Workload Units[NT3]	Time Covered [NT4]			Workload Data [NT5]	Source[NT6]	Comments
			D	M	Y			
	.8 Youth Recreation/Social Activities	No. of spectators						
	.9 Special Events	No. of children No. of events						

Navy Morale, Welfare and Recreation (MWR) Services								
HISTORICAL WORKLOAD[NT1]								
Historical Data - Not Intended to Represent Every Task in the PWS								
	Program/Activity Load Measure[NT2]	Workload Units[NT3]	Time Covered [NT4]			Workload Data [NT5]	Source[NT6]	Comments
			D	M	Y			
	Snacks							
	Day Camp Activities							
	.10 Full Day	No. of children						
	.11 Partial Day	No. of children						
	.12 Parents	No. of children						
	Night Out							
	.13	No. of events						
	.14 Field Trips	No. of children						
	.15	No. of trips						
	.16 Meals and Snacks	No. of meals						
19.	COMMUNITY CENTER							
	Community Center	No. of Patrons	X			65	Patron Logs	
	Room Rental	No. of Rooms		X		2	Room Receipts	
	Classes							
	Skill Classes	No. of Classes			X	25	Class Logs	
	Gymnastics	No. of Classes			X	10	Class Logs	
20.	COMMUNITY ACTIVITIES							
	Line Dancing Class	No. of Classes		X		2	Class Rosters	
	ARTS/CRAFTS/							

Navy Morale, Welfare and Recreation (MWR) Services								
HISTORICAL WORKLOAD[NT1]								
Historical Data - Not Intended to Represent Every Task in the PWS								
	Program/Activity Load Measure[NT2]	Workload Units[NT3]	Time Covered [NT4]			Workload Data [NT5]	Source[NT6]	Comments
			D	M	Y			
21.	HOBBIES PROGRAM							
	Photo Classes	No. of Classes		X		5	Class Rosters	
	Ceramics Classes	No. of Classes		X		4	Class Rosters	
	Woodwork Shop	No. of Patrons	X			10	Sign In Sheets	
22.	INFORMATION, TICKETS & TOURS							
	Information Calls	No. of Calls	X			25	Phone Logs	
	Tickets Sold	No. of Tickets	X			45	Ticket Receipts	
	Tours Conducted	No. of Tours		X		3	Tour Logs	
23.	SPECIAL EVENTS							
	Holiday Hayride	No. of Patrons			X	45	Sign In Sheet	
	10K Run	No. of Patrons			X	235	Registration Sheets	
24.	BOWLING PROGRAM							
		No. of bowlers	X					
		No. o f leagues		X				
		No. of lines bowled	X					



Navy Morale, Welfare and Recreation (MWR) Services HISTORICAL WORKLOAD[NT1]								
Historical Data - Not Intended to Represent Every Task in the PWS								
	Program/Activity Load Measure[NT2]	Workload Units[NT3]	Time Covered [NT4]			Workload Data [NT5]	Source[NT6]	Comments
			D	M	Y			
		No. of tournaments (adult)			X			
		No. of youth tournaments						
		No. of lessons conducted		X				
		No. of special events			X			
		Total \$\$ food sales	x					
		Hrs. of maintenance work		X				
		Hrs of downtime for repair		X				
		Hrs. of staff training		X				

Page: 1

**[NT1] Calculating Workload:** Define the Workload Unit for measurement. Consider how often this unit should be measured, Daily (D), Monthly (M), or Yearly (Y). Enter the number of units occurring during that period. For example, the number of patrons on a daily basis measures the Recreation Center's use; the number entered is 53 patrons. To figure out how many patrons are using the Recreation Center in a month, you could multiply this number by 30, and then multiply the resulting number by 12 to figure yearly usage.

**Page: 1**

**[NT2]** Program/Activity Load Measures (meals, patrons, events).

**Page: 1**

**[NT3] Unit of measure (number of people, hours).**

**Page: 1**

**[NT4]** Mark column with "X" to indicate time period the data in the Workload Data Column represents (Day, Month, Year).

**Page: 1**

**[NT5]** Historical workload data number.

**Page: 1**

**[NT6]** Source of workload data (activity reports, usage logs, receipts).

## APPENDIX D RECORDS, REPORTS AND DELIVERABLES[NT1]

<b>TITLE OF DATA ITEMS</b> <i>(The data items are mandatory unless noted otherwise)</i>	<b>FREQUENCY</b>	<b>DUE DATE</b>	<b>DISTRIBUTION</b>	<b>REMARKS</b>
RAMCAS Report	Monthly	NLT 15th of each month	BUPERS	
Appropriated Fund Budget Report	Annual		BUPERS	
Naval General Library Report	Annual	Nov 15 after each year or partial year of contract performance	Orig.: ACO Copy: ACO (2)	The report identifies statistics regarding library.  Report shall be in accordance with NAVEDTRA 38021.
McNaughton Lease Book Service Order Forms	Monthly	One week after receipt of each form from McNaughton.	Orig: ACO Copy: ACO (2)	The report identifies books received, books returned and other miscellaneous services provided.  The Service provider shall complete the form received from the Book Service and forward as shown in the distribution.

<b>TITLE OF DATA ITEMS</b> <i>(The data items are mandatory unless noted otherwise)</i>	<b>FREQUENCY</b>	<b>DUE DATE</b>	<b>DISTRIBUTION</b>	<b>REMARKS</b>
Gifts to Library	As required	Within one day after receiving a gift or offer of gift.	Orig: ACO Copy: MWR	This shall be in the Service provider's own format. The librarian shall describe the gift and include any evaluation and recommendations pertaining to the gift.
Disposition Request	As needed	10 days of determining book is ready for disposition.	Supply Dept.	Include the name/title of the book, print date, date book was placed in the collection and the reason for recommended disposition.
Inventory of Library Collection	Annual	15 October	Supply Dept.	A listing of the Library Collection, which documents inventory, results.
<i>Delinquent List**</i>	<i>Monthly</i>	<i>15th day after each overdue book becomes delinquent.</i>	<i>Patrons Command</i>	<i>Includes the title of the overdue book, date book was checked out, and name and address or department of borrower.</i>

<b>TITLE OF DATA ITEMS</b> <i>(The data items are mandatory unless noted otherwise)</i>	<b>FREQUENCY</b>	<b>DUE DATE</b>	<b>DISTRIBUTION</b>	<b>REMARKS</b>
Form 6250/3	After each pesticide operation at the Golf Course		Orig: PACDIV NAVFACENGCOM Copy: NCTS Safety Office and Golf Course File	Used for monitoring of the pesticide operation at the golf course.
<i>Information for Publishing in Newspaper and MWR Newsletter**</i>	<i>Monthly</i>	<i>90 days before publication.</i>	<i>All Commands</i>	<i>To provide the library's latest materials, services, and events.</i>

*(Note: \*\* indicates Non-Mandatory Reports)*

#### Child Development Center

Accident/Injury/Illness Reports	As needed	At time/day of occurrence	Parents & File	Retain in file for 10 years.
Personnel Background Checks	As required	As required		Retain in on-site personnel file.
Classroom Thematic (lesson plans/schedules)	Weekly	One month in advance.	Post in CDC.	For parents information.

<b>TITLE OF DATA ITEMS</b> (The data items are mandatory unless noted otherwise)	<b>FREQUENCY</b>	<b>DUE DATE</b>	<b>DISTRIBUTION</b>	<b>REMARKS</b>
Daily Activity Reports	Daily	Daily	Parents	
Daily Attendance Sheets	Daily	Daily	File	Retain in file for 10 years.
Daily Safety Checklists	Daily	Daily	File	Retain in on-site file for 1 year.
Family Child Care Program Report (NAVPERS 1700/12)	Semi-annually	April & October	BUPERS	
Fee Policy Report	Annually	November	BUPERS	
Incident Report to Parents	As required	At time/day of occurrence	Parents & File	Retain file for 10 years.
Infant Reports	Daily	Daily	Parents	
Reports for BUPERS	As needed	Usually semi-annually		
Reports for USDA	Daily, Monthly & Annually	Daily, end of month, & annually in September		
Reports to Parents	As required	As required	Parents	

<b>TITLE OF DATA ITEMS</b> <i>(The data items are mandatory unless noted otherwise)</i>	<b>FREQUENCY</b>	<b>DUE DATE</b>	<b>DISTRIBUTION</b>	<b>REMARKS</b>
Reports to Commanding Officer	Weekly	Thursday	Commanding Officer	
Sign in/sign out logs	Daily	Daily	File	Retain in file for 10 years.
Youth Recreation Program Annual Report	Annually	October	BUPERS	

Page: 1

[NT1] This is a sample of Records, Reports and Deliverables that might be included in this directory. It is not meant to be all inclusive. Please review for completeness of reporting requirements at your activity.



## APPENDIX E: PROGRAMS/SERVICES HOURS OF OPERATION

- E.1. **Fitness Programs.** The following schedules include the current hours of operation for the Fitness Program Facilities **[NT1]**:

GYM HOURS OF OPERATION			
SUMMER HOURS			
MON-FRI	SATURDAY	SUNDAY	HOLIDAY
WINTER HOURS			
MON-FRI	SATURDAY	SUNDAY	HOLIDAY

RACQUETBALL CENTER HOURS OF OPERATION			
SUMMER HOURS			
MON-FRI	SATURDAY	SUNDAY	HOLIDAY
WINTER HOURS			
MON-FRI	SATURDAY	SUNDAY	HOLIDAY

OUTDOOR FACILITIES HOURS OF OPERATION				
SUMMER HOURS				
FACILITY	MON-FRI	SATURDAY	SUNDAY	HOLIDAY
Ball Fields				
Tennis Court				
WINTER- CLOSED				

- E.1. **Awareness and Education Programs.** This program utilizes MWR facilities to hold the awareness meetings, and to facilitate the program activities.
- E.2. **Recreation Sports.** This program utilizes the existing MWR facilities during the scheduled hours of operation. Time during scheduled hours will be blocked specifically for program requirements.
- E.3. **Fitness/Sports Facilities.** The hours of operation of the program facilities including those listed in E.1., are shown below.

FITNESS CENTER HOURS OF OPERATION			
SUMMER HOURS			
MON-FRI	SATURDAY	SUNDAY	HOLIDAY
WINTER HOURS			
MON-FRI	SATURDAY	SUNDAY	HOLIDAY

E.1. **Recreation Center.** The hours of operation of the Recreation Center are shown below.

RECREATION CENTER HOURS OF OPERATION			
SUMMER HOURS			
MON-FRI	SATURDAY	SUNDAY	HOLIDAY
WINTER HOURS			
MON-FRI	SATURDAY	SUNDAY	HOLIDAY

E.1. **Recreation Rooms.** The hours of operation of the Recreation Rooms are posted on each the specific buildings.

E.2. **Fleet Recreation Center Program.** The hours of operation of the program facilities are shown below.

FLEET RECREATION CENTER HOURS OF OPERATION			
SUMMER HOURS			
MON-FRI	SATURDAY	SUNDAY	HOLIDAY
WINTER HOURS			
MON-FRI	SATURDAY	SUNDAY	HOLIDAY

E.1. **Single Sailor Program.** The Single Sailor Program utilizes existing MWR facilities for its program activities. The hours of operation shown below are for the program office.

SINGLE SAILOR PROGRAM OFFICE HOURS OF OPERATION			
MON-FRI	SATURDAY	SUNDAY	HOLIDAY

E.1. **Library Program.** The hours of operation of the Library are shown below.

LIBRARY HOURS OF OPERATION			
MON-FRI	SATURDAY	SUNDAY	HOLIDAY

E.1. **Swimming Pools.** The Swimming Pool operates throughout the year. The schedule below shows hours of operation.

SWIMMING POOL HOURS OF OPERATION			
SUMMER HOURS			
MON-FRI	SATURDAY	SUNDAY	HOLIDAY
WINTER HOURS			
MON-FRI	SATURDAY	SUNDAY	HOLIDAY

E.1. **Beaches and Lakes.** Hours of operation of the Beaches and Lakes are shown below.

SWIMMING LAKE HOURS OF OPERATION			
SUMMER HOURS			
MON-FRI	SATURDAY	SUNDAY	HOLIDAY
WINTER- CLOSED			

E.1. **Picnic/Park Areas.** The Picnic/Park Areas are open for use during the following hours.

PICNIC/PARK AREAS HOURS OF OPERATION			
MON-FRI	SATURDAY	SUNDAY	HOLIDAY

E.1. **Campsites.** Campsite permits are available during the following hours.

CAMPSITE OFFICE HOURS OF OPERATION
------------------------------------

MON-FRI	SATURDAY	SUNDAY	HOLIDAY

- E.1. **Outdoor Recreation Program.** The equipment rental office of the Outdoor Recreation Program operates according to the following schedule.

OUTDOOR RECREATION/EQUIPMENT RENTAL HOURS OF OPERATION				
SUMMER HOURS				
BLDG NO.	MON-FRI	SATURDAY	SUNDAY	HOLIDAY
WINTER HOURS				
BLDG NO.	MON-FRI	SATURDAY	SUNDAY	HOLIDAY

- E.1. **Auto Skills Shop.** The Auto Skills Shop and the Car Wash Facility are open during the following scheduled hours.

AUTO CRAFT CENTER HOURS OF OPERATION				
SUMMER HOURS				
BLDG NO.	MON-FRI	SATURDAY	SUNDAY	HOLIDAY
WINTER HOURS				
BLDG NO.	MON-FRI	SATURDAY	SUNDAY	HOLIDAY

CAR WASH HOURS OF OPERATION				
SUMMER HOURS				
BLDG NO.	MON-FRI	SATURDAY	SUNDAY	HOLIDAY
WINTER HOURS				
BLDG NO.	MON-FRI	SATURDAY	SUNDAY	HOLIDAY

- E.1. **Vehicle Storage.** The hours of operation of the Vehicle Storage Lot are shown below.

<b>VEHICLE STORAGE AREA HOURS OF OPERATION</b>				
<b>SUMMER HOURS</b>				
<b>BLDG NO.</b>	<b>MON-FRI</b>	<b>SATURDAY</b>	<b>SUNDAY</b>	<b>HOLIDAY</b>
<b>WINTER HOURS</b>				
<b>BLDG NO.</b>	<b>MON-FRI</b>	<b>SATURDAY</b>	<b>SUNDAY</b>	<b>HOLIDAY</b>

- E.1. **Youth Activities Program.** The Youth Center operated as part of the Youth Activities Program operates according to the schedule of hours shown below.

<b>YOUTH CENTER HOURS OF OPERATION</b>			
<b>MON-FRI</b>	<b>SATURDAY</b>	<b>SUNDAY</b>	<b>HOLIDAY</b>

- E.1. **School Age Care Program.** The School Age Care Program operates according to the following schedules for both Summer and School-Year.

SCHOOL AGE CARE PROGRAM HOURS OF OPERATION			
SCHOOL-YEAR SCHEDULE			
MON-FRI	SATURDAY	SUNDAY	HOLIDAY
SUMMER SCHEDULE			

- E.1. **Community Center Program.** The Community Center operates during the following scheduled hours.

COMMUNITY CENTER HOURS OF OPERATION			
MON-FRI	SATURDAY	SUNDAY	HOLIDAY

- E.1. **Community Activities.** Community Activities are held at various locations throughout the base, with specific hours of operation for each activity.
- E.2. **Arts/Crafts/Hobbies Program.** The Arts/Crafts/Hobbies Program operates the Hobby Center. The Hobby Center is open for use according to the following schedule.

HOBBY CENTER OFFICE HOURS OF OPERATION			
MON-FRI	SATURDAY	SUNDAY	HOLIDAY

- E.1. **Information, Tickets and Tours (I.T.T.).** The Information, Tickets, and Tours office is open during the following scheduled hours.

I.T.T CENTER HOURS OF OPERATION				
SUMMER HOURS				
BLDG NO.	MON-FRI	SATURDAY	SUNDAY	HOLIDAY
WINTER HOURS				
BLDG NO.	MON-FRI	SATURDAY	SUNDAY	HOLIDAY

- E.1. **Special Events.** Special Events are spread throughout the year, utilizing a variety of MWR facilities; and as such do not have specific hours of operation.

E.2. **Bowling Program.** The Bowling Center operates according to the schedule shown below.

<b>BOWLING CENTER HOURS OF OPERATION</b>				
<b>BLDG NO.</b>	<b>MON-FRI</b>	<b>SATURDAY</b>	<b>SUNDAY</b>	<b>HOLIDAY</b>

**Page: 1**

**[NT1]** Insert the operating hours in the table below.



## **APPENDIX F PROTOCOLS**

## APPENDIX G EQUIPMENT INVENTORY[NT1]

NOMENCLATURE	MANUFACTURER	MODEL	SERIAL NO	LOCATION	LOCATION	UNIT PRICE
DESK				DIR. OFFICE	YOUTH CTR	
CALCULATOR		770HD		ASST. DIR.	YOUTH CTR	
TELEPHONE				ASST. DIR.	YOUTH CTR.	
DESK				ASST. DIR.	YOUTH CTR	
MONITOR		DS-69		ASST. DIR.	YOUTH CTR	
CHAIRS				ASST. DIR.	YOUTH CTR	
PICTURE, WALL				ASST. DIR.	YOUTH CTR	
LOCKING SHELF				ADMIN	YOUTH CTR	
TELEPHONE				DIR. OFFICE	YOUTH CTR.	
CHAIRS				SPORTS CORR.	YOUTH CTR	
REFRIGERATOR		AR061MG12R		DIR. OFFICE	YOUTH CTR	
CHAIRS				DIR. OFFICE	YOUTH CTR	
ARTIFICIAL TREE				DIR. OFFICE	YOUTH CTR	
BOOK SHELF				DIR OFFICE	YOUTH CTR	
PICTURES, WALL				WAITING ROOM	YOUTH CTR	
ROOM DIVIDER				WAITING ROOM	YOUTH CTR	
FILE CABINET					YOUTH CTR	
ARTIFICIAL TREE				ASST. DIR.	YOUTH CTR.	
TABLE				KITCHEN	YOUTH CTR	
END TABLE				CLUB HOUSE	YOUTH CTR	
CHECKER-CHESS TABLE				CLUB HOUSE	YOUTH CTR	
CHAIRS				CLUB HOUSE	YOUTH CTR	
LOCKING CABINET				COMPUTER RM	YOUTH CTR	
BOOK SHELVES				COMPUTER RM	YOUTH CTR	
CHAIRS				COMPUTER RM	YOUTH CTR	
TABLES				COMPUTER RM	YOUTH CTR	
MONITOR		DS-69		SPORS CORR.	YOUTH CTR	
MICROWAVE OVEN		RS-70		KITCHEN	YOUTH CTR	

NOMENCLATURE	MANUFACTURER	MODEL	SERIAL NO	LOCATION	LOCATION	UNIT PRICE
DESK				SPORTS CORR.	YOUTH CTR.	
TOASTER		T522B		KITCHEN	YOUTH CTR	
MICROWAVE OVEN		MC8790XT		KITCHEN	YOUTH CTR	
RANGE		RF310PXDW		KITCHEN	YOUTH CTR	
TELEPHONE				SPORTS CORR.	YOUTH CTR.	
TELEVISION		13RV69		SPORTS CORR.	YOUTH CTR	
SHELF				SPORTS CORR.	YOUTH CTR	
CHAIRS				ADMIN	YOUTH CTR	
SPEAKER SYSTEM FOR COMPUTER		ACS31		COMPUTER RM	YOUTH CTR	
FILE CABINET, LOCKING (P3553)				GYM	YOUTH CTR	
TABLES				PRE-TEEN RM	YOUTH CTR	
COUCH				PRE-TEEN RM	YOUTH CTR	
BASKETBALL PORTABLE RIM		PRO GOAL 4000		GYM	YOUTH CTR	
LOVE SEATS, SMALL				GYM	YOUTH CTR	
LOVE SEATS, LARGE				GYM	YOUTH CTR	
CHAIRS				GYM	YOUTH CTR	
ARTIFICIAL TREES				WAITING ROOM	YOUTH CTR	
FILE CABINET, LOCKING (P- 3551)				GYM	YOUTH CTR	
ENTERTAINMENT CENTER				PRE-TEEN RM	YOUTH CTR	
FILE CABINET, LOCKING (P3350)				GYM	YOUTH CTR	
LOCKING FILE CABINET				SUPPLY RM	YOUTH CTR	
DRAWERS				SPORTS CORR	YOUTH CTR	
PICTURES, WALL				SPORTS CORR.	YOUTH CTR	
MONITOR		1451		SPORTS CORR.	YOUTH CTR	
CPU		MT-1410-24901		SPORTS CORR.	YOUTH CTR	
KEYBOARD		RT101		SPORTS CORR	YOUTH CTR	
FILE CABINET, LOCKING (P3552)				GYM	YOUTH CTR	
TELEVISION		20VT309		GAME ROOM	YOUTH CTR	
SHELF				ADMIN	YOUTH CTR	

NOMENCLATURE	MANUFACTURER	MODEL	SERIAL NO	LOCATION	LOCATION	UNIT PRICE
DESK				ADMIN	YOUTH CTR	
FILE CABINET				ADMIN	YOUTH CTR	
TYPEWRITER		5F		ADMIN	YOUTH CTR	
TYPEWRITER		6783		ADMIN	YOUTH CTR	
END TABLE				GAME ROOM	YOUTH CTR	
SINGLE CHAIR				GAME ROOM	YOUTH CTR	
CHAIRS, BLUE				PRE-TEEN RM	YOUTH CTR	
TELEVISION CABINET				GAME ROOM	YOUTH CTR	
CABINET				PRE-TEEN RM	YOUTH CTR	
PREMIER SOCCER TABLE				GAME ROOM	YOUTH CTR	
HOCKEY TABLE				GAME ROOM	YOUTH CTR	
POOL TABLE				GAME ROOM	YOUTH CTR	
LOCKING FILE CABINET				PRE-TEEN RM	YOUTH CTR	
PERSONAL SHELVES				PRE-TEEN RM	YOUTH CTR	
TABLE (CHECKER/CHESS)				PRE-TEEN RM	YOUTH CTR	
STORAGE SHELVES				ASAP RM	YOUTH CTR	
LOVESEAT				GAME ROOM	YOUTH CTR	
FILE CABINET		SM-317		COMP. RM	YOUTH CTR	
TABLE		4960			YOUTH CTR	
PRINTER		C3916A		COMP. RM	YOUTH CTR	
PRINTER		STYLUS 400		COOR.	YOUTH CTR	
PRINTER		STYLUS 400		DIR. OFFICE	YOUTH CTR	
MONITOR		PENTIUM PRO 20		COOR.	YOUTH CTR	
MONITOR		447W062		COMP. RM	YOUTH CTR	
CHAIRS				ASAP RM	YOUTH CTR	
FILE CABINET		SM-318		COMP. RM	YOUTH CTR	
VCR		PV-7400		PRE-TEEN RM	YOUTH CTR	
FILE CABINET		SM-317		DIR. OFFICE	YOUTH CTR	
FILE CABINET		SM-318		ASST. DIR	YOUTH CTR	
FILE CABINET		SM-318		ASST. DIR	YOUTH CTR	
CPU		PENTIUM PRO 20		ASST. DIR	YOUTH CTR	
CPU		MMM		COMP. RM	YOUTH CTR	
COPIER		EP1080		COMP. RM	YOUTH CTR	

NOMENCLATURE	MANUFACTURER	MODEL	SERIAL NO	LOCATION	LOCATION	UNIT PRICE
COMPUTER DESK		D-20BL		DIR. OFFICE	YOUTH CTR	
MODEM		5901US		COMP. RM	YOUTH CTR	
STORAGE LOCKER				CLUB HOUSE	YOUTH CTR	
SOFA/LOVESEAT & OTHERS					YOUTH CTR	
CHILDREN PLAYGROUND				CLUB HOUSE	YOUTH CTR	
COMPUTER DESK		KCD-127A			YOUTH CTR	
COMPUTER DESK		KCD-127A			YOUTH CTR	
COMPUTER DESK		KCD-127A			YOUTH CTR	
COMPUTER DESK		KCD-127A			YOUTH CTR	
COMPUTER DESK		KCD-127A			YOUTH CTR	
TABLE		4960			YOUTH CTR	
CASH REGISTER					YOUTH CTR	
TELEVISION		CT-27G2		PRE-TEEN RM	YOUTH CTR	
FOLDING CHAIRS, 30 X 72				CLUB HOUSE	YOUTH CTR	
LEARNING RUG, 12X15				CLUB HOUSE	YOUTH CTR	
REFRIGERATOR, WHIRLPOOL		578882			YOUTH CTR	
REFRIGERATOR, WHIRLPOOL		578882			YOUTH CTR	
ELECTRONIC CASH REGISTER		MA136102BT			YOUTH CTR	
VCR		WV-427		ASAP RM	YOUTH CTR	
MONITOR		477W862		CLUB HOUSE	YOUTH CTR	
PRINTER W/ACCESSORIES		500 STYLUS			YOUTH CTR	
PICTURES				MUSIC RM	YOUTH CTR	
BOOM BOX		CFD-V10		ASST. DIR	YOUTH CTR	
BUFFER		GP-15A		SUPPLY RM	YOUTH CTR	
FAN				KITCHEN	YOUTH CTR	
FAN		16/DSKO		ASAP RM	YOUTH CTR	
FAN		16/DSKO		ASST. DIR.	YOUTH CTR	
FAN		16/DSKO		ADMIN	YOUTH CTR	
FAN		16/DSKO		SPORTS CORR.	YOUTH CTR	
COFFEE MAKER				KITCHEN RM	YOUTH CTR	
CALCULATOR		TI-5045SV		ASST. DIR.	YOUTH CTR	
COMPUTER		MTN141DN24901		ADMIN	YOUTH CTR	
BOOK RACK				ASAP RM	YOUTH CTR	

NOMENCLATURE	MANUFACTURER	MODEL	SERIAL NO	LOCATION	LOCATION	UNIT PRICE
BLACK BOARD				ASAP RM	YOUTH CTR	
PIN UP BOARD				ASAP RM	YOUTH CTR	
TELEVISION W/STAND		AV3589S		ASAP RM	YOUTH CTR	
SPEAKER				ASAP RM	YOUTH CTR	
HOUSE PLAY SET				ASAP RM	YOUTH CTR	
CALCULATOR		FR520		SPORTS CORR	YOUTH CTR	
COMPUTER HARD DRIVE		MMM		CLUB HOUSE	YOUTH CTR	
TABLES				ASAP RM	YOUTH CTR	
MONITOR		447W062		CLUB HOUSE	YOUTH CTR	
MONITOR		447W862		CLUB HOUSE	YOUTH CTR	
LASER PRINTER		C3916A		CLUB HOUSE	YOUTH CTR	
COMPUTER SPKR SYS		NCW0003023		CLUB HOUSE	YOUTH CTR	
COMPUTER SPKR SYS		NCW0009683		CLUB HOUSE	YOUTH CTR	
COMPUTER SPKR SYS		NCW0004687		CLUB HOUSE	YOUTH CTR	
CALCULATOR				KITCHEN RM	YOUTH CTR	
COMPUTER HARD DRIVE		MMM		CLUB HOUSE	YOUTH CTR	
BOOM BOX		CFC-V10		PRE-TEEN RM	YOUTH CTR	
VACUUM		U7071080		MUSIC RM	YOUTH CTR	
SCOREBOARD OPERATIONS				MUSIC RM	YOUTH CTR	
SAFE				ADMIN	YOUTH CTR	
MONITOR		CVTN5468A		ADMIN	YOUTH CTR	
MICROWAVE OVEN				KITCHEN RM	YOUTH CTR	
LASER PRINTER				ADMIN	YOUTH CTR	
KEYBOARD		RT101			YOUTH CTR	
COMPUTER HARD DRIVE		MMM		CLUB HOUSE	YOUTH CTR	

NOMENCLATURE	MANUFACTURER	MODEL	SERIAL NO	LOCATION	LOCATION	UNIT PRICE
AIR COMPRESSOR				GARAGE	POV LOT	
HYDRAULIC JACK		123311		GARAGE	POV LOT	

NOMENCLATURE	MANUFACTURER	MODEL	SERIAL NO	LOCATION	LOCATION	UNIT PRICE
TELEPHONE				OFFICE	POV LOT.	
DESK				OFFICE.	POV LOT	
MONITOR		DS-69		OFFICE	POV LOT	
CHAIRS				OFFICE	POV LOT	
BATTERY CHARGER				GARAGE	POV LOT	
AIR COMPRESSOR				REPAIR BAY	AUTO CTR	
HYDRAULIC JACK		123311		REPAIR BAY	AUTO CTR	
TELEPHONE				OFFICE	AUTO CTR.	
DESK				OFFICE.	AUTO CTR	
MONITOR		DS-69		OFFICE	AUTO CTR	
CHAIRS				OFFICE	AUTO CTR	
GENERATOR				REPAIR BAY	AUTO CTR	
LOCKING SHELF				OFFICE	AUTO CTR	
TELEPHONE				REPAIR BAY	AUTO CTR.	
WHEEL BALANCER				REPAIR BAY	AUTO CTR	
REFRIGERATOR		AR061MG12R		OFFICE	AUTO CTR	
CHAIRS				OFFICE	AUTO CTR	
CRAWLER				REPAIR BAY	AUTO CTR	
GREASE GUN				REPAIR BAY	AUTO CTR	
GREASE REEL				REPAIR BAY	AUTO CTR	

NOMENCLATURE	MANUFACTURER	MODEL	SERIAL NO	LOCATION	LOCATION	UNIT PRICE
ENLARGER, B&W				PHOTO LAB	CRAFT CTR	
PRINT DRYER		123311		PHOTO LAB	CRAFT CTR	
ENLARGER, B&W				PHOTO LAB	CRAFT CTR	
PRINT DRYER		123311		PHOTO LAB	CRAFT CTR	
DEVELOPING TANK				PHOTO LAB	CRAFT CTR	
ENLARGER, COLOR				PHOTO LAB	CRAFT CTR	
BAND SAW		DS-69		WOODSHOP	CRAFT CTR	
LATHE				WOODSHOP	CRAFT CTR	
SANDER				WOODSHOP	CRAFT CTR	
TABLE, 4'X 6'				WOODSHOP	CRAFT CTR	
KILN				CERAMIC SHOP	CRAFT CTR	
POTTERY WHEEL				CERAMIC SHOP	CRAFT CTR	
POTTERY WHEEL		AR061MG12R		CERAMIC SHOP	CRAFT CTR	
TABLE, 3' X 5'				CERAMIC SHOP	CRAFT CTR	
FLOOR LAMP				ART STUDIO	CRAFT CTR	
EASEL				ART STUDIO	CRAFT CTR	
EASEL				ART STUDIO	CRAFT CTR	
TABLE, 3' X 5'				ART STUDIO	CRAFT CTR	
STAGE, 6' X 6'				ART STUDIO	CRAFT CTR	
STAGE, 6' X 6'				ART STUDIO	CRAFT CTR	



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**[NT1]** The following pages are SAMPLES only. The listing does **not** include inventory for all of the Programs/Services. The columns represents what is required at a minimum. Ensure that the Comptroller can verify the purchases. The IRO may want to see the invoices for some of the equipment to verify the listing.

## **APPENDIX H FACILITIES[NT1]**

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**[NT1]** This appendix contains a listing of the facilities that will be utilized by the service provider. This appendix will also contain maps and floor plans.